

# **Election Inspector Training Coordinator Accreditation Workshop**

**An Accreditation Program for  
Election Inspector Training Coordinators**



**Michigan Department of State  
Bureau of Elections**

**September 2007**

# **Election Inspector Training Manual**

## **Table of Contents**

Topic 1 – Opening the Polls -----	4
• Preparation for Opening the Polls	
• Opening the Polls	
Topic 2 – Processing Voters -----	10
• Offering Instructions	
• Completing the Application to Vote	
• Verifying Voter Registration	
• QVF List Status Codes	
• Verifying Photo Identification	
• Recording Voter Activity on QVF List	
• Assigning a Ballot	
• Completing the Poll Book	
• Assisting Voters	
• Receiving Ballots	
• Verifying and Depositing Voted Ballots	
• Notes on Processing Procedures	
• Rearranging Record Keeping Steps	
Topic 3 – Voters Who Have Moved -----	27
• Move Within City or Township	
• Move to a Different City or Township	
Topic 4 – Provisional Ballots -----	29
• Completion of Four-Step Procedure Form	
Topic 5 – Ballot Issues -----	34
• Ballots Rejected by Tabulator	
• Spoiled Ballots	
• Exposed Ballots	
• Defective Ballots	
Topic 6 – Processing Absentee Ballots in the Precinct -----	39
• Processing Absentee Ballots	
• Handling Ballot Error Messages when Processing Absentee Ballots	
• Duplication Procedure	
• Optical Scan Validity Standards	
Topic 7 – Campaigning at the Polls and Exit Pollsters -----	49
• Campaigning at the Polls	
• Literature, Signs, Posters	

<ul style="list-style-type: none"> <li>• Use of Video Cameras, Cell Phones, Cameras, Televisions and Recording Equipment in the Polls</li> <li>• Exit Pollsters</li> </ul>	
Topic 8 – Challengers and Poll Watchers -----	51
<ul style="list-style-type: none"> <li>• Challengers</li> <li>• Poll Watchers</li> </ul>	
Topic 9 – Write-In Candidates -----	57
<ul style="list-style-type: none"> <li>• Providing Information</li> <li>• Declaration of Intent Requirement</li> <li>• Retrieving Write-In Ballots</li> <li>• Recording Write-In Votes</li> <li>• Validity Standards for Write-In Votes</li> <li>• Correcting Vote Totals</li> </ul>	
Topic 10 – Closing the Polls -----	63
<ul style="list-style-type: none"> <li>• Important Notes</li> <li>• Procedure for Closing the Polls</li> </ul>	
Topic 11 – Checks and Balances -----	71
<ul style="list-style-type: none"> <li>• Offering Instructions</li> <li>• Assisting Voters in Marking Ballots</li> <li>• Processing Absentee Ballots</li> <li>• Duplicating Absentee Ballots</li> <li>• Recording Write-In Votes</li> <li>• Sealing Ballot Containers</li> <li>• Preparing and Sealing Special Envelopes for Return</li> <li>• Removing and Sealing Programs</li> <li>• Delivering Ballot Container(s) and Envelopes</li> <li>• Correcting Mistakes Discovered by the Receiving Board</li> <li>• Removing Ballots from Tabulator Bin Before Polls have Closed</li> </ul>	
Topic 12 – Receiving Boards -----	73
<ul style="list-style-type: none"> <li>• Establishment of Receiving Boards</li> <li>• Delivery of Ballot Container(s) and Envelopes</li> <li>• Responsibilities</li> <li>• Checklist</li> <li>• Preparing Returns for Distribution</li> </ul>	
Topic 13 – Split Precincts -----	79
<ul style="list-style-type: none"> <li>• Election Results Canvassed by One County Canvassing Board</li> <li>• Election Results Canvassed by Two or More County Canvassing Boards</li> </ul>	
Topic 14 – Absent Voter Counting Boards -----	84
<ul style="list-style-type: none"> <li>• Oath of Office</li> <li>• Prohibition - Sequestration</li> </ul>	

- Cell Phones Not Permitted
- Processing Absent Voter Ballots
- Maintaining Ballot Secrecy
- Ballots Received After Processing Begins
- Emergency Requests
- Challenge Procedure
- Rights of Challengers
- Processing Challenged Ballots
- Ballot Security

Topic 15 – Precinct Delegates ----- 89

- Declaration of Intent Requirement
- Canvassing and Certifying Write-In Votes

Topic 16 – “What If” Scenarios ----- 94

- Ballot Jam – AutoMARK Voter Assist Terminal
- Ballot Jam – Tabulator
- Power Outage
- Full Tabulator Ballot Bin
- AutoMARK Equipment Failure
- Ballot Summary Does Not Balance

Glossary of Terms ----- 97

Appendix of Forms ----- 98

## TOPIC 1: OPENING THE POLLS

A board of election inspectors possesses full authority to maintain order in the polls. The board chairperson is responsible for overseeing all work performed. A majority of the board must be on duty at all times; an inspector may leave the polling place if necessary as long as the orderly operation of the polling place is not interrupted.

### 1. Preparation for Opening the Polls

The following tasks must be completed prior to the opening of the polls:

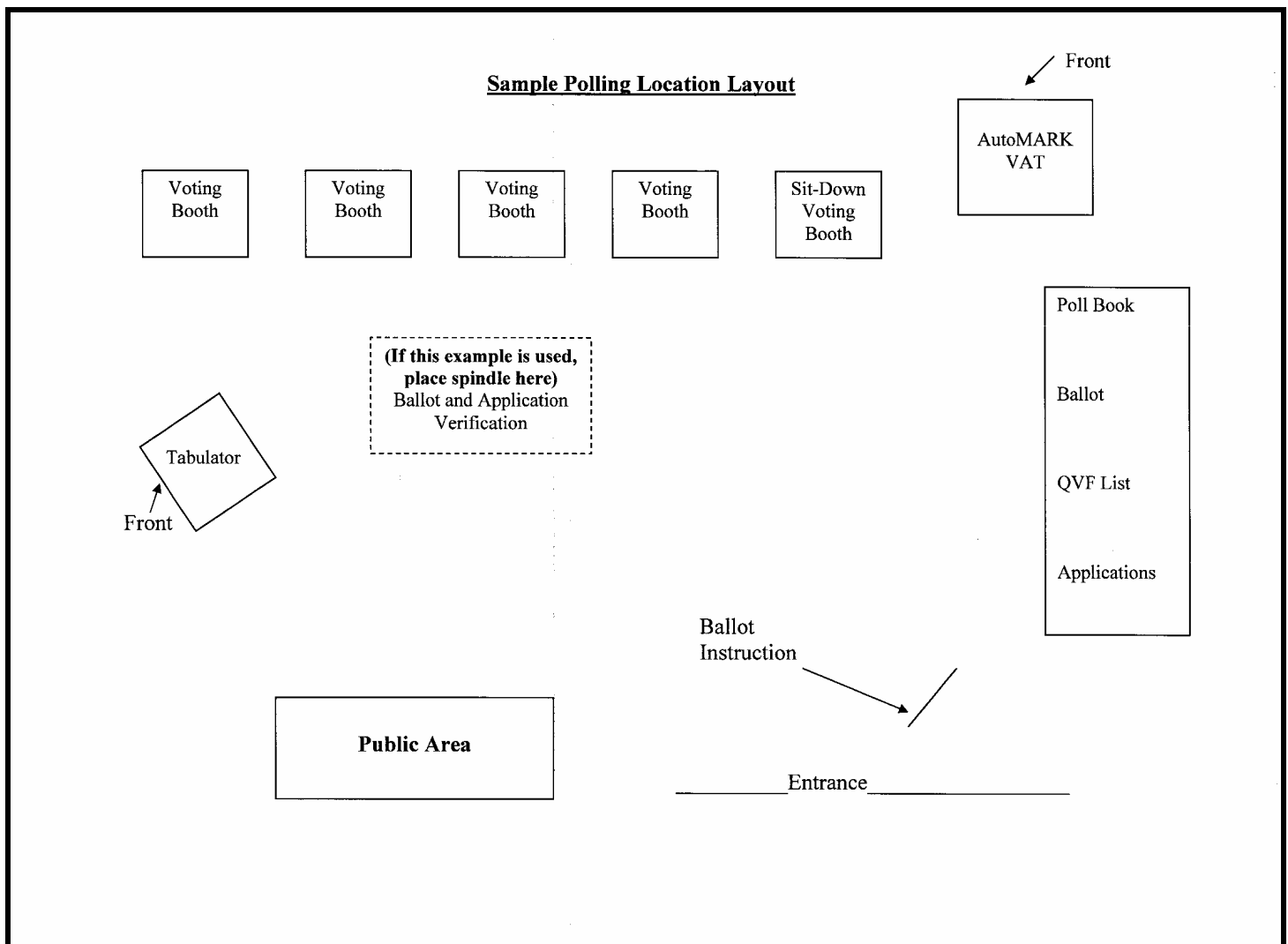
- A. Take and sign the constitutional oath of office typically located on the first page of the Poll Book.

<b>CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL</b>											
Tabulator Serial No. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Tabulator Seal No. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>										
Terminal Serial No. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Terminal Seal No. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>										
<small>I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.</small>											
<div style="display: flex; justify-content: space-between;"><div><b>X</b> <small>Signature of Clerk or Authorized Assistant</small></div><div><small>Date</small></div></div>											
<b>ELECTION INSPECTORS' PREPARATION CERTIFICATE</b>											
<b>✓ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.</b>											
<div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> The oath of office was administered to and signed by all election inspectors present.</div><div><input type="checkbox"/> Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.</div><div><input type="checkbox"/> All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.</div><div><input type="checkbox"/> The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.</div></div>											
<b>OATHS OF INSPECTORS OF ELECTION</b>											
<div style="display: flex; justify-content: space-between;"><div>STATE OF MICHIGAN, COUNTY OF _____</div><div style="font-size: 2em;">}</div><div>SS.</div></div> <p style="margin-top: 10px;">I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on <u>Tuesday</u> the _____ day of _____, 20____ according to the best of my ability.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;">Taken, subscribed and sworn to before me this _____ day of _____, 20____.</div><div style="width: 45%; text-align: center;"><b>X</b> _____ Signature of Chairperson</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;"></div><div style="width: 45%; text-align: center;"><b>X</b> _____ Signature of Person Administering Oath</div></div>											
<div style="display: flex; justify-content: space-between;"><div>STATE OF MICHIGAN, COUNTY OF _____</div><div style="font-size: 2em;">}</div><div>SS.</div></div> <p style="margin-top: 10px;">I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on <u>Tuesday</u> the _____ day of _____, 20____ according to the best of my ability.</p> <p style="text-align: center; margin-top: 20px;"><b>Signatures of Persons Taking Oath and Certifying Preparation Certificate</b></p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; text-align: center;"><b>X</b> _____</td><td style="width: 50%; text-align: center;"><b>X</b> _____</td></tr><tr><td style="text-align: center;"><b>X</b> _____</td><td style="text-align: center;"><b>X</b> _____</td></tr><tr><td style="text-align: center;"><b>X</b> _____</td><td style="text-align: center;"><b>X</b> _____</td></tr><tr><td style="text-align: center;"><b>X</b> _____</td><td style="text-align: center;"><b>X</b> _____</td></tr><tr><td style="text-align: center;"><b>X</b> _____</td><td style="text-align: center;"><b>X</b> _____</td></tr></table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Taken, subscribed and sworn to before me this _____ day of _____, 20____.</div><div style="width: 45%; text-align: center;"><b>X</b> _____ Signature of Person Administering Oath</div></div>		<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____										
<b>X</b> _____	<b>X</b> _____										
<b>X</b> _____	<b>X</b> _____										
<b>X</b> _____	<b>X</b> _____										
<b>X</b> _____	<b>X</b> _____										

B. Display the flag of the United States.

C. Setup the polling location and arrange voting stations to ensure that each voter can vote with complete secrecy.

- Establish a proper barrier to separate the voting/processing area from the public area.
- Situate the tabulator in a location that allows the voter to cast his or her ballot in secrecy and maintain a 10-foot free zone around the tabulator.
- Situate the AutoMARK in a location that allows the voter to mark his or her ballot in secrecy with the screen facing away from the processing area. Be sure to leave five feet of space for voters to safely navigate around the machine.
- Prepare a special voting station for voters to mark their ballot from a seated position.



- D. Prepare the tabulator for proper operation following the “Opening the Polls” section in the voting system specific “Election Inspectors’ Guide.”



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**ELECTION INSPECTORS' GUIDE  
FOR  
OPTECH INSIGHT - PRECINCT COUNT VOTING SYSTEM**

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**A Quick Guide to the Procedures for Operating  
the Voting Equipment in Your Precinct**

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**Michigan Department of State  
Bureau of Elections**

**February 2006**

**OPENING THE POLLS**

- 1.) Verify that the tabulator *serial* number and the tabulator *seal* number agree with the Clerks' Preparation Certificate.

**DO NOT REMOVE THE TABULATOR SEAL**

- 2.) Position the tabulator near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of the ballots must be ensured. Unlock the back compartment of the tabulator, remove the power cord and plug it into the outlet.
- 3.) Verify that the tabulator is in proper working order--once plugged in, the **red power light** in the LCD display window (front of tabulator) will come on and the following three test reports will automatically print out: Verification Report, Ballot Report and the (Zero) Vote Totals Report.

In the Verification Report, ensure that "ALL CHECKSUMS OK" has printed. In the Ballot Report, ensure that the proper precinct number has printed and "Total Ballots Cast" is zero. At the bottom of the (Zero) Vote Totals Report, ensure that "Polls open. OK to read ballots" has printed.

**DO NOT REMOVE THE (ZERO) VOTE TOTALS REPORT TAPE AT THIS TIME**

- E. Prepare the terminal for proper operation following the “Opening the Polls” section in the “Election Inspectors’ Guide for the AutoMARK Voter Assist Terminal.”



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**ELECTION INSPECTORS' GUIDE  
FOR  
AutoMARK VOTER ASSIST TERMINAL (VAT)**

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**A Quick Guide to the Procedures for Operating  
The Voting Equipment in Your Precinct**

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**Michigan Department of State  
Bureau of Elections**

**June 2006**

**OPENING THE POLLS**

- 1.) Verify that the terminal *serial* number and the *seal* number used to secure the program into the terminal agree with the Clerks' Preparation Certificate in the Poll Book. The *serial* number can be found on a tag at the rear of the terminal. The *seal* number is located on the front of the terminal, left side.

**DO NOT REMOVE THE TERMINAL SEAL**

- 2.) Remove the terminal, power cord, **Mode Switch Key** and the headphones from the carrying case. Position the terminal near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of each ballot must be ensured. Plug the terminal into an electrical outlet.
- 3.) Move the lid latches towards the outer edge to open the lid. Lift the lid flap and rotate it back until it rests on top of the lid. Lift the entire lid away from you into the vertical position. The Screen should now be visible.
- 4.) Lift the Screen towards you into the vertical position. Close the lid, leaving the Screen in the upright position. Adjust the angle of the Screen for optimal viewing.
- 5.) Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.
- 6.) Plug the headphones into the headphone jack at the front of the terminal. Once you have verified that the headphones are working, unplug and secure until needed.

**NOTE:** The Ballot Print Test must be performed for **each ballot style** issued in your precinct on **every AutoMARK** in your polling location prior to opening the polls. Once completed, place the test ballot(s) in the #3 envelope addressed to the local clerk. **DO NOT** tabulate the test ballot(s)! Before opening the polls, be sure to turn the Mode Switch Key to the “On” position, remove the key, and secure it until the close of the polls.



- F. Complete the Election Inspectors' Preparation Certificate typically located on the first page of the Poll Book.

## ELECTION INSPECTORS' PREPARATION CERTIFICATE

✓ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

- ☐ The oath of office was administered to and signed by all election inspectors present.
- ☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

- G. Check all forms and supplies.

- H. Post precinct instruction ballots and other notices found in your supplies such as:

- Arrow signs
- "Barrier Free" sign
- "Vote Here" sign
- "What Every Voter Should Know" – Multi-Page Voter Informational Display covering MCL 168.668a (available on the Department of State Website – [www.michigan.gov/sos](http://www.michigan.gov/sos) and in the Appendix on page 100)

### IMPORTANT VOTER INFORMATION: MUST REMAIN ON DISPLAY DURING POLLING HOURS

#### WHAT EVERY VOTER SHOULD KNOW

**Election Date: May 8, 2007**

#### POLLING HOURS

The polls will be open from 7:00 a.m. through 8:00 p.m. Qualified voters standing in line at 8:00 p.m. will be permitted to vote.

#### VOTING INSTRUCTIONS

**Partisan Offices:** Partisan *primaries* are held to *nominate* candidates to partisan offices. If a partisan primary appears on the ballot, you cannot cast votes under both parties; you must cast votes under one party only. If you vote under both parties in a partisan primary, the partisan section of your ballot will not be counted.

Partisan *elections* are held to *fill* partisan offices. If a partisan election appears on the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

**Straight Ticket:** Vote the party of your choice. A vote will count for every candidate in the party's column.

**Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice under any other party columns.

**Mixed Ticket:** Vote for the individual candidates of your choice in each office. Candidates appearing under any party column may be selected.

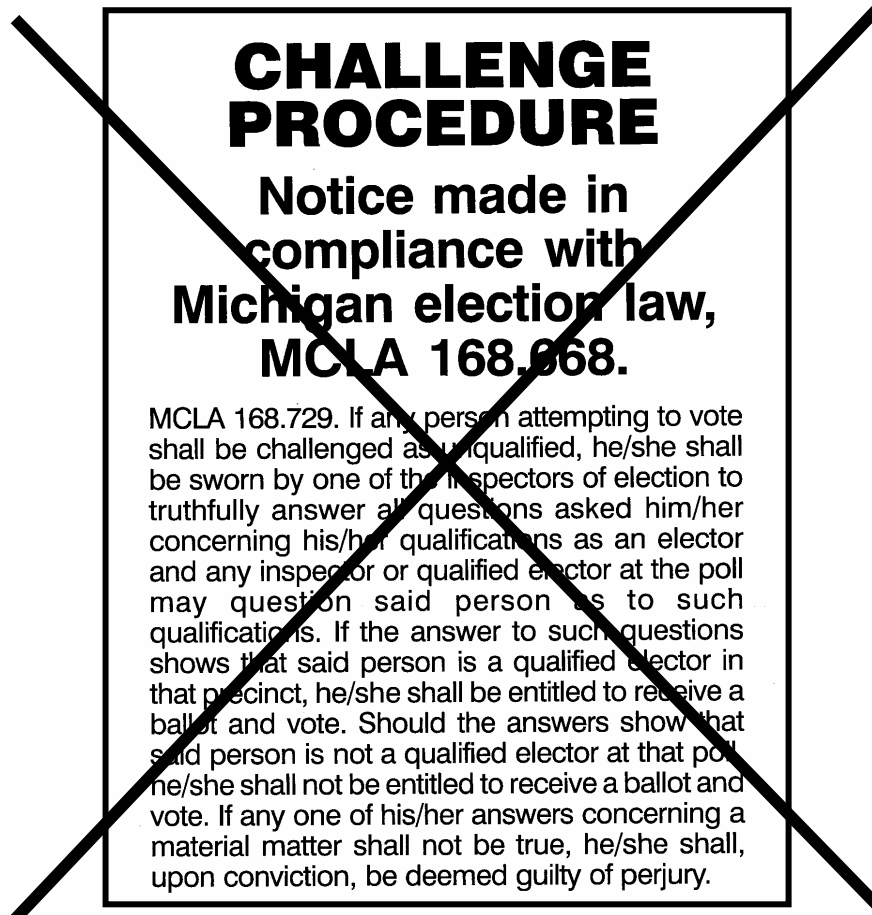
**Nonpartisan Offices:** If nonpartisan offices appear on the ballot, the offices must be voted by casting individual votes for the candidates of your choice.

**Avoid "Overvoting":** When voting the partisan and nonpartisan sections of the ballot, do not cast a vote for more candidates than are indicated under the office title.

**Proposals:** If proposals appear on the ballot, the proposals must be voted by casting a "Yes" vote or a "No" vote on each question.

- State Proposal Placard – Language of each state proposal on the ballot with abbreviated summaries (State/Federal Elections Only)

**NOTE:** The notice titled, “Challenge Procedure” (168.668) is no longer required as the Challenge Procedure is covered in “What Every Voter Should Know.”



I. Arrange your workstation to ensure orderly processing.

## **2. Opening the Polls**

- A. The polls must be ready and open for voting by 7:00 a.m.
- B. The precinct chairperson must publicly announce the opening of the polls at 7:00 a.m. by declaring, “The polls are now open.”

## TOPIC 2: PROCESSING VOTERS

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Before permitting a person to vote, the procedure detailed in this section must be followed:

### 1. Offering Instructions






Ask each elector if he or she wishes to receive instruction on the voting process.

- A. If instruction is requested, always give instruction on **all** aspects of the voting process including write-in votes.
- B. Warn that you cannot vote for more candidates than the number printed in the office heading.
- C. If a partisan primary, remind voters that they may not vote for candidates under more than one party heading.
- D. Never attempt to influence the voter's choices.
- E. Allow the voter to practice voting on a "demonstration ballot" if available.

**PRECINCT  
DEMONSTRATION  
BALLOT**

TO VOTE, BLACKEN  
THE OVAL NEXT TO THE  
CANDIDATE OR QUESTION  
OF YOUR CHOICE LIKE  
THIS: 

**OFFICE TITLE**  
(VOTE FOR ONE)

CANDIDATE A	
CANDIDATE B	
CANDIDATE C	
CANDIDATE D	
CANDIDATE E	

- F. If the voter asks for additional instruction after entering the voting station, two election inspectors who have expressed an affiliation with different political parties may enter the voting station to give the requested instruction; after giving the needed instruction, leave the voting station to allow the voter to vote in private.

## 2. Completing the "Application to Vote"

Ask voter to print and sign his or her name, enter his or her **current** residential address and day and month of birth on an Application to Vote.

**APPLICATION TO VOTE - POLL LIST**

I hereby certify that I am a registered and qualified elector in this ward and precinct and hereby make application to vote at this election.

Fill in answer as shown: ☒ (Mark your ballot the same way when casting a vote.)

Are you a United States Citizen? Yes ☒ No ☐

Signature: Sara Ridel

Print Name: Sara Ridel

Date of Birth: 6/22/81

Present Street Address: 1100 Spaulding Ave

**FOR INSPECTORS USE ONLY**

Date of Election	Approved to Vote By:
Ward/Precinct No.	Election Inspector
	Ballot Number Issued
	Voter No. (Poll Book)

**APPLICATION TO VOTE - POLL LIST**

I hereby certify that I am a registered and qualified elector in this ward and precinct and hereby make application to vote at this election.

Fill in answer as shown: ☒ (Mark your ballot the same way when casting a vote.)

Are you a United States Citizen? Yes ☒ No ☐

Signature: Sara Ridel

Print Name: Sara Ridel

Date of Birth: 6/22/81

Present Street Address: 1100 Spaulding Ave.

**FOR INSPECTORS USE ONLY**

Date of Election	Approved to Vote By:
Ward/Precinct No.	Election Inspector
	Ballot Number Issued
	Voter No. (Poll Book)

## 3. Verifying Voter Registration

Confirm the voter's identity by comparing the birthdate and address on the Application to Vote with the voter's birthdate and address on the precinct's Qualified Voter File (QVF) registration list.

06/27/2007

HARRISVILLE CITY (36860)

11/07/2006 - STATE GENERAL - HARRISVILLE CITY

WARD/PRECINCT 03001

Bar Code	Se / BS	Name/Address	DOB	AV / Notes / ID MVT	Name / School
		ABATE, JENNIFER K 310 S 5 2ND ST	01/01/1982		ABATE, JENNIFER K ALCONA COMMUNITY SCH
		ABATE, WILLIAM 310 S 5 2ND ST	01/01/1980		ABATE, WILLIAM ALCONA COMMUNITY SCH
		ACHEW, CONSTANCE MADELAINE 333 S 5 2ND ST 3	01/01/1983	- ID - - BVIP -	ACHEW, CONSTANCE MA ALCONA COMMUNITY SCH
		ACHEW, MICHAEL M 333 S 5 2ND ST 3	01/01/1982		ACHEW, MICHAEL M ALCONA COMMUNITY SCH
		ACHEW, TERESA M 333 S 5 2ND ST 3	01/01/1980	AV	ACHEW, TERESA M ALCONA COMMUNITY SCH
	V	ACHEW, TIMOTHY MORTON 333 S 5 2ND ST	01/01/1985	22	ACHEW, TIMOTHY MORTON ALCONA COMMUNITY SCH
	V	ACUFF, ELISA RENEE 360 S 5 2ND ST	01/01/1985	24, 25	ACUFF, ELISA RENEE ALCONA COMMUNITY SCH
	V	ACUFF, RONALD A 360 S 5 2ND ST	01/01/1986	24	ACUFF, RONALD A ALCONA COMMUNITY SCH
		ALLEN, GERALD SYDNEY 366 S 5 2ND ST	01/01/1986		ALLEN, GERALD SYDNEY ALCONA COMMUNITY SCH
		ALLEN, MARY McPHERSON 366 S 5 2ND ST	01/01/1986		ALLEN, MARY McPHERSON ALCONA COMMUNITY SCH
		ALLEN, ROBERT M 366 S 5 2ND ST	01/01/1985	- ID -	ALLEN, ROBERT M ALCONA COMMUNITY SCH
		ANDERSON, JAMES K 301 S 5 2ND ST	01/01/1971		ANDERSON, JAMES K ALCONA COMMUNITY SCH
		ANDERSON, JANET S 301 S 5 2ND ST	01/02/1971	- BVIP -	ANDERSON, JANET S ALCONA COMMUNITY SCH
		ARNOLD, RODNEY WILLIAM 310 S 5 2ND ST	01/01/1981		ARNOLD, RODNEY WILLIAM ALCONA COMMUNITY SCH
		ARNOLD, JOSEPHINE ANN 333 S 5 2ND ST 1	01/01/1923		ARNOLD, JOSEPHINE ANN ALCONA COMMUNITY SCH
		ARNOLD, MAVIS M 333 S 5 2ND ST	01/01/1927		ARNOLD, MAVIS M ALCONA COMMUNITY SCH
		ARRINGTON, LINDA SUE 315 S 5 2ND ST	01/01/1976		ARRINGTON, LINDA SUE ALCONA COMMUNITY SCH
		ARRINGTON, MAXWELL ANTHONY 315 S 5 2ND ST	01/01/1975		ARRINGTON, MAXWELL A ALCONA COMMUNITY SCH
		AUGUSTINE, HOLLY HOPE 381 S 5 2ND ST	01/01/1980	- ID - - BVIP -	AUGUSTINE, HOLLY HOPE ALCONA COMMUNITY SCH
		AUGUSTINE, JEROME PETER 381 S 5 2ND ST	01/01/1977		AUGUSTINE, JEROME PE ALCONA COMMUNITY SCH

## NOTE:

- If the name on the Application to Vote does not match the name on the registration list, determine the reason. A person's name may be different because of a spelling correction, a court order, marriage, or some other reason. A voter whose name has changed must sign the Application to Vote with the name he or she used to register.
- If the address on the Application to Vote does not match the address on the registration list, refer to **"Topic 3 - Voters Who Have Moved."**
- If the voter does not appear on the QVF Precinct List, refer to **"Topic 4 – Missing Registration"** for more information.

### 3. QVF List Status Codes

When processing voters, it will be necessary to determine if a status code has been assigned to the voter record. Refer to "Precinct List Notes" for a list of current codes and descriptions.

Status Codes

Notes









06/27/2007

HARRISVILLE CITY (36860)

1

11/07/2006 - STATE GENERAL - HARRISVILLE CITY

WARD PRECINCT 03001

Bar Code	St / BS	Name/Address:	DOB	AV / Notes / ID MVP	Name / School
		ABATE, JENNIFER K 310 S S 2ND ST	01/01/1982		ABATE, JENNIFER K ALCONA COMMUNITY SCI
		ABATE, WILLIAM 310 S 2ND ST	01/01/1980		ABATE, WILLIAM ALCONA COMMUNITY SCI
		ACHEW, CONSTANCE MADELAINE 333 S S 2ND ST 3	01/01/1983	- ID - - MVP -	ACHEW, CONSTANCE MAI ALCONA COMMUNITY SCI
		ACHEW, MICHAEL M 333 2 S 2ND ST 3	01/01/1952		ACHEW, MICHAEL M ALCONA COMMUNITY SCI
		<u>ACHEW, TERESA M</u> 333 S S 2ND ST 3	01/01/1960	AV	ACHEW, TERESA M ALCONA COMMUNITY SCI
	V	ACHEW, TIMOTHY MORTON 333 S S 2ND ST	01/01/1985	22	ACHEW, TIMOTHY MORTC ALCONA COMMUNITY SCI
	V	ACUFF, ELSA RENEE 360 S S 2ND ST	01/01/1955	24, 25	ACUFF, ELSA RENEE ALCONA COMMUNITY SCI
	V	ACUFF, RONALD A 360 S S 2ND ST	01/01/1956	24	ACUFF, RONALD A ALCONA COMMUNITY SCI

## Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP

### Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON

Appendix  
Page 119

### CH = Challenge

If a CH code appears next to a voter's name on the QVF Precinct List, contact the clerk to determine if a formal challenge is in order.

A CH status code should only be assigned for one of the following two scenarios:

1. A formal challenge was made by the clerk **or** a formal challenge was submitted to the clerk in writing by any elector of the municipality. (MCL 168.512)
2. A confirmation notice was returned to the clerk as undeliverable. National Voter Registration Act (NVRA).

**NOTE:** Status Codes **CH-4 (ID Card Returned)** and **CH-6 (Registered by Mail + Not 60 Years Old)** should not be assigned. If a CH-6 status code appears on the QVF Precinct List, inspectors should ignore the notation and allow the voter to vote following normal processing procedures. If a CH-4 status code appears on the list, inspectors should contact the clerk for instructions.

If a formal challenge is in order, proceed as follows:

- A. The chairperson or designated inspector administers the following oath to the voter:

**“I swear (or affirm) that I will truthfully answer all questions put to me concerning my qualifications as a voter.”**

- B. The chairperson or designated inspector questions the voter regarding his or her qualifications as an elector (citizenship, age and residency).
- C. If the voter’s responses under oath prove that he or she is qualified to vote, the voter is issued a “challenged ballot.” A challenged voter may **not** vote if he or she refuses to take the oath, answer the questions under oath or proves not to be qualified to vote by answers given under oath.
- D. A complete record of the challenge must be entered on the “CHALLENGED VOTERS” page in the Poll Book.

CHALLENGED VOTERS		94
Time <u>2:30</u>	Name of Challenger <u>Scott Sampson</u>	
Name of Challenged Voter <u>Joe Miller</u>	Voter's Address <u>123 First St.</u>	
Voter's Telephone # <u>517-555-1212</u>		Reason for Challenge <u>Challenger did not think that Mr. Miller was old enough to vote.</u>
Result of Challenge: <input checked="" type="checkbox"/> Ballot Issued and Identified <input type="checkbox"/> Ballot not issued		
Time _____	Name of Challenger _____	
Name of Challenged Voter _____	Voter's Address _____	
Voter's Telephone # _____	Reason for Challenge _____	
Result of Challenge: <input type="checkbox"/> Ballot Issued and Identified <input type="checkbox"/> Ballot not issued		
CHALLENGED PROCEDURES		
Time _____	Name of Challenger _____	
Description of Challenged Procedure _____		
Result _____		
Time _____	Name of Challenger _____	
Description of Challenged Procedure _____		
Result _____		

**Preparing and Issuing Challenged Ballots:** A challenged voter *must* vote on an optical scan ballot prepared as explained below:

- A. Write the number appearing on the voter's ballot in pencil on the back of the ballot below the ballot stub.
- B. Conceal the number with a small slip of paper. Use transparent tape to affix the paper over the number.
- C. Enter the voter's name in the Poll Book.

62	Sandy Miller	A.V.	28	
63	Joe Miller		70	Challenged
64	Bob Walters		77 74	Spoiled



- D. Issue the ballot to the voter.
- E. After the voter has voted the ballot, allow the voter to insert his or her ballot into the tabulator.

### **V = Verify**

If a V code appears next to a voter's name on the QVF Precinct List, refer to the corresponding number to identify the specific information to be verified.

If a **V-21 (Confirm Address)** or a **V-22 (Correct Address)** code is assigned, ask the voter to confirm his or her current address. (This address should be the same as the address provided on the Application to Vote. If the address does not match, refer to **“Topic 3 - Voters Who Have Moved.”**) Ask the voter if he or she has a P.O. Box or mailing address that is different from their registration address. If this is the case, obtain the information from the voter and forward it to the local clerk in the #3 envelope.

### **ID = Federal Identification Requirement**

Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must meet an identification requirement. If the voter does not satisfy the identification requirement when registering to vote, the voter must present an acceptable form of identification before voting in the first election in which he or she wishes to participate.

If an ID code appears next to a voter's name on the QVF Precinct List, ask the voter if he or she can produce one of the following forms of identification:



- A. A current and valid photo identification (such as a driver's license or personal ID card);  
or
- B. A paycheck stub, utility bill, bank statement or a government document which lists the voter's name and address.

If the voter produces an acceptable form of identification, enter a notation on the Remarks page of the Poll Book and issue a ballot to the voter. Permit the voter to cast his or her ballot under routine procedure.

**If the voter is unable or unwilling to produce an acceptable form of ID, proceed as follows:**

- A. Prepare ballot as a "Challenged Envelope" ballot and issue to the voter. (See "Challenged Ballot Procedure" described on previous page).
- B. Enter the voter's name in the Poll Book and write "Envelope Ballot" in the corresponding "Remarks" column.
- C. Direct voter to a voting station and permit voter to vote ballot.
- D. After the voter has voted the ballot, direct the voter to fold the ballot along the score lines and place the ballot into an absent voter style secrecy sleeve. (To protect the secrecy of the ballot no member of the precinct board should handle the ballot during this step.)
- E. After the voter has placed the ballot in the special secrecy sleeve, direct the voter to place the ballot into a Provisional Ballot Security Envelope. (Provisional Ballot Security Envelopes can be found in the precinct supplies.) The ballot stub remains attached to the ballot.
- F. Seal the Provisional Ballot Security Envelope and complete the entries on the outside of the envelope.
- G. Issue **TWO** "Notices" to the voter:
  - 1. "Notice to Voters Subject to Federal Identification Requirement"
  - 2. "Notice to Voters Unable to Satisfy I.D. Requirement"
- H. Forward the Provisional Ballot Security Envelope holding the voter's ballot to the clerk after the polls close.

**NOTE:** A voter unable to satisfy the Federal I.D. Requirement is issued an Envelope Ballot but does **not** fill out a "Four-Step" procedure form because his or her name does appear on the QVF precinct list. See "**Topic 4 – Missing Registration,**" for more information about Provisional Ballots.

## NOTICE #1



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

### Notice to Voters Subject to Federal Identification Requirement

As you are subject to the federal identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

*Alternative language for second paragraph if a written notice will be mailed to the elector:*

A notice will be mailed to you to inform you on whether your ballot can be counted or not. If your ballot cannot be counted, the clerk will explain why. Contact information:



BUREAU OF ELECTIONS  
RICHARD H. AUSTIN BUILDING • 1ST FLOOR • 430 W. ALLEGAN • LANSING, MICHIGAN 48918  
www.Michigan.gov/soe • (517) 373-2540

Appendix  
Page 129

## NOTICE #2



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

### NOTICE TO VOTERS UNABLE TO SATISFY IDENTIFICATION REQUIREMENT AND/OR RESIDENCE VERIFICATION REQUIREMENT

*— Instructions for making sure your ballots counts —*

As you are subject to an identification requirement and/or a residence verification requirement and were unable to satisfy the requirement in the polling place, special procedures were followed when issuing you a ballot.

To ensure that your ballot counts, you must provide your local city or township clerk with the required information no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

**Documents which satisfy identification requirement if your name did not appear on registration list:** A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

**Documents which satisfy residency requirement if your name did not appear on registration list:** Any of the following documents. The document must show your name and your address. The address shown on the document must be in the precinct where you voted:

Michigan Driver License	Current utility bill
Michigan identification card	Current bank statement
Government issued photo identification card	Current paycheck or government check
Photo identification issued by a Michigan university or college	Any other government document*

**Documents which satisfy federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan:** A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document\* which lists your name and address.

\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

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Appendix  
Page 128

## MVIP – Must Vote in Person

If a MVIP code appears next to a voter's name on the QVF Precinct List, the voter must vote in person. Special handling is not required.

## AV – Absent Voter

If an AV code appears next to a voter's name on the QVF Precinct List, the person cannot be issued a ballot at the polls unless he or she surrenders the absentee ballot. If the AV ballot is surrendered, make a notation on the Remarks page in the Poll Book and write "CANCELLED – VOTED IN PERSON" on the return envelope containing the AV ballot.

**TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON**

I assisted herein named disabled voter in marking his/her ballots in accordance with his/her directions. The ballots were inserted in the return envelope without being exhibited to any other person.

Signature of Person Assisting Voter \_\_\_\_\_

Street Address of R. \_\_\_\_\_

City, Township or Village \_\_\_\_\_

**Any Person Making A False Statement On This Form Is Guilty Of A Misdemeanor.**

**FOR CLERKS USE ONLY**

Date of Election \_\_\_\_\_

Ballot Envelope Returned \_\_\_\_\_ Checked \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

I certify that I have checked the signature on this envelope with the signature on the voter's registration card and they agree.

\_\_\_\_\_  
Election Official

**TO BE COMPLETED BY THE ABSENTEE VOTER**

The undersigned asserts that he/she is a qualified elector of the jurisdiction indicated and is voting absentee in conformity with state law. The above form must be signed or initialed by the voter and the signature must be counted.

**SIGN HERE:**

X Scott Smith  
Signature of Absent Voter

Scott Smith  
Name of Voter

203 Holmes Dr  
Street Address or R.R.

Pleasantville  
City

Pleasantville  
City, Township, Village or School District

Ward \_\_\_\_\_ Precinct \_\_\_\_\_

**CANCELLED - VOTED IN PERSON**

If the person claims that the ballot was lost, destroyed or never received, he or she may vote after signing an affidavit attesting to his or her claim. Contact the local clerk for further instructions.

**AFFIDAVIT OF ABSENT VOTER**

I, \_\_\_\_\_, hereby affirm that I am a resident  
(Please Print)

of \_\_\_\_\_, Michigan, and I reside  
(City, Township, Village or School District)

at \_\_\_\_\_  
(Present Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the  
(City, Township, Village or School District)

and that: ☐ I did not receive the absent voter ballot that I applied for.  
☐ I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF ELECTOR: X \_\_\_\_\_

\_\_\_\_\_  
To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_.

I certify that the elector named above has completed the above in my presence and is eligible to vote.

X \_\_\_\_\_  
Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You MUST call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let us know the voter will be voting in person at the polling location.

**Return this form in Local Clerk Envelope.**

## 4. Verifying Photo Identification

Confirm the voter's identify following the steps provided below:

- A. Ask the voter to show one of the following forms of photo identification listed below. The photo identification does not have to show the voter's residential address.
- Michigan driver's license or Michigan personal identification card
  - Driver's license or personal identification card issued by another state
  - Federal or state government-issued photo identification
  - U.S. passport
  - Current student identification with photo – from a high school or an accredited institution of higher education
  - Military identification card with photo
  - Tribal identification card with photo
- B. Upon the display of photo identification, check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, confirm that the name appearing on the photo identification matches the name entered by the voter on the Application to Vote.
- NOTE:** The name appearing on the photo identification does not have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the QVF precinct list. The names, however, must be similar enough to verify the voter's identity.
- C. Once the voter's identity is verified, continue processing the voter.
- D. If the voter states that he or she has photo identification but **did not bring it to the polls** or if the voter states that he or she **does not have any form of photo identification**, the voter can vote by signing the "Affidavit of Voter Not in Possession of Picture Identification."

**NOTE:** The Application to Vote with the attached Affidavit of Voter Not in Possession of Picture Identification is located in the Appendix on page 113.

**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I \_\_\_\_\_ hereby affirm that I reside  
(Print Name) at

\_\_\_\_\_  
(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF  
VOTER:

**X**

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

**To be completed by Election Inspector**

Sworn and subscribed to before me \_\_\_\_\_ day  
this \_\_\_\_\_ of \_\_\_\_\_,

I certify that the elector named above has completed the above affidavit in my presence.

**X**

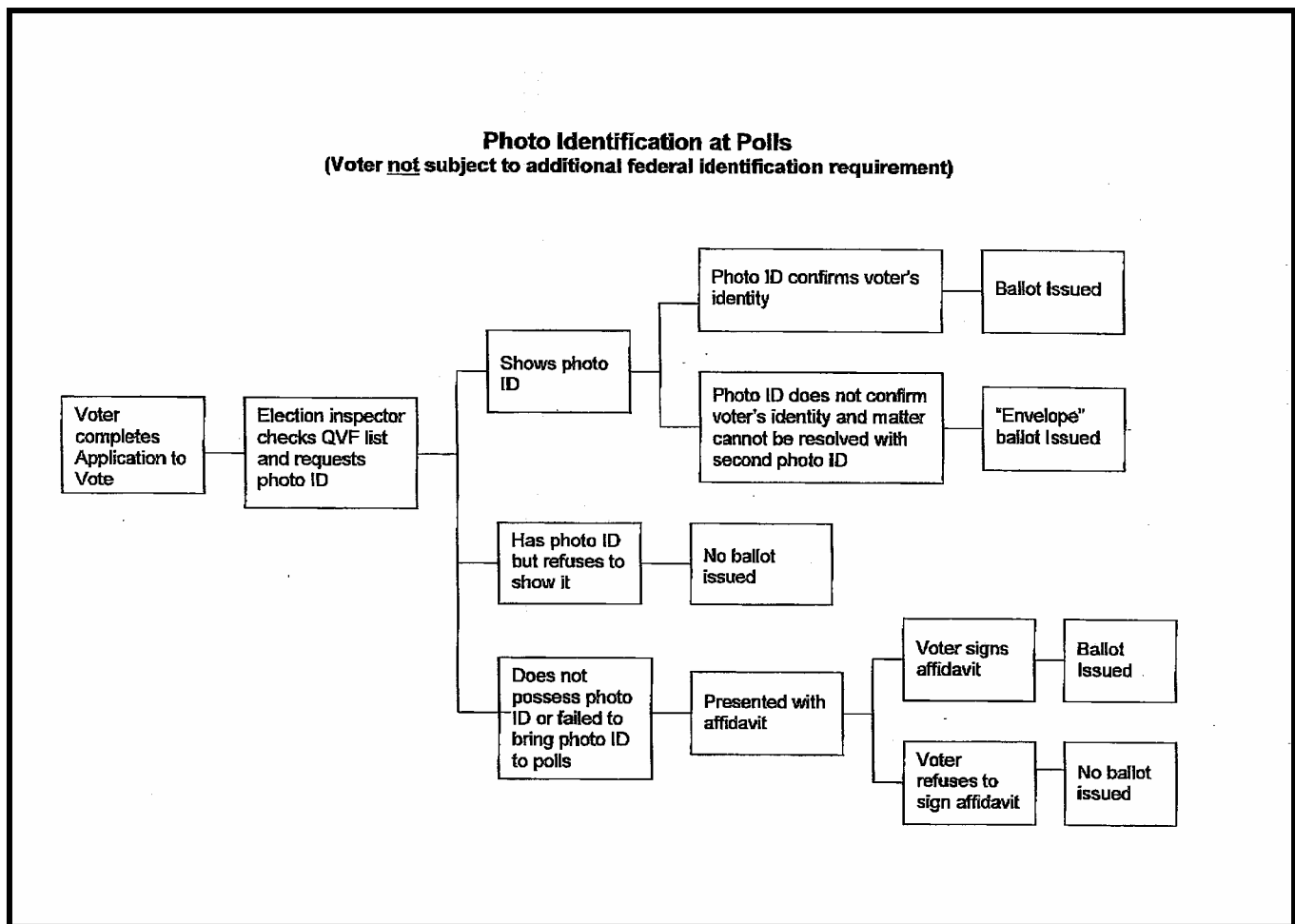
\_\_\_\_\_  
Signature of Election Inspector

**Return this form in Local Clerk Envelope**

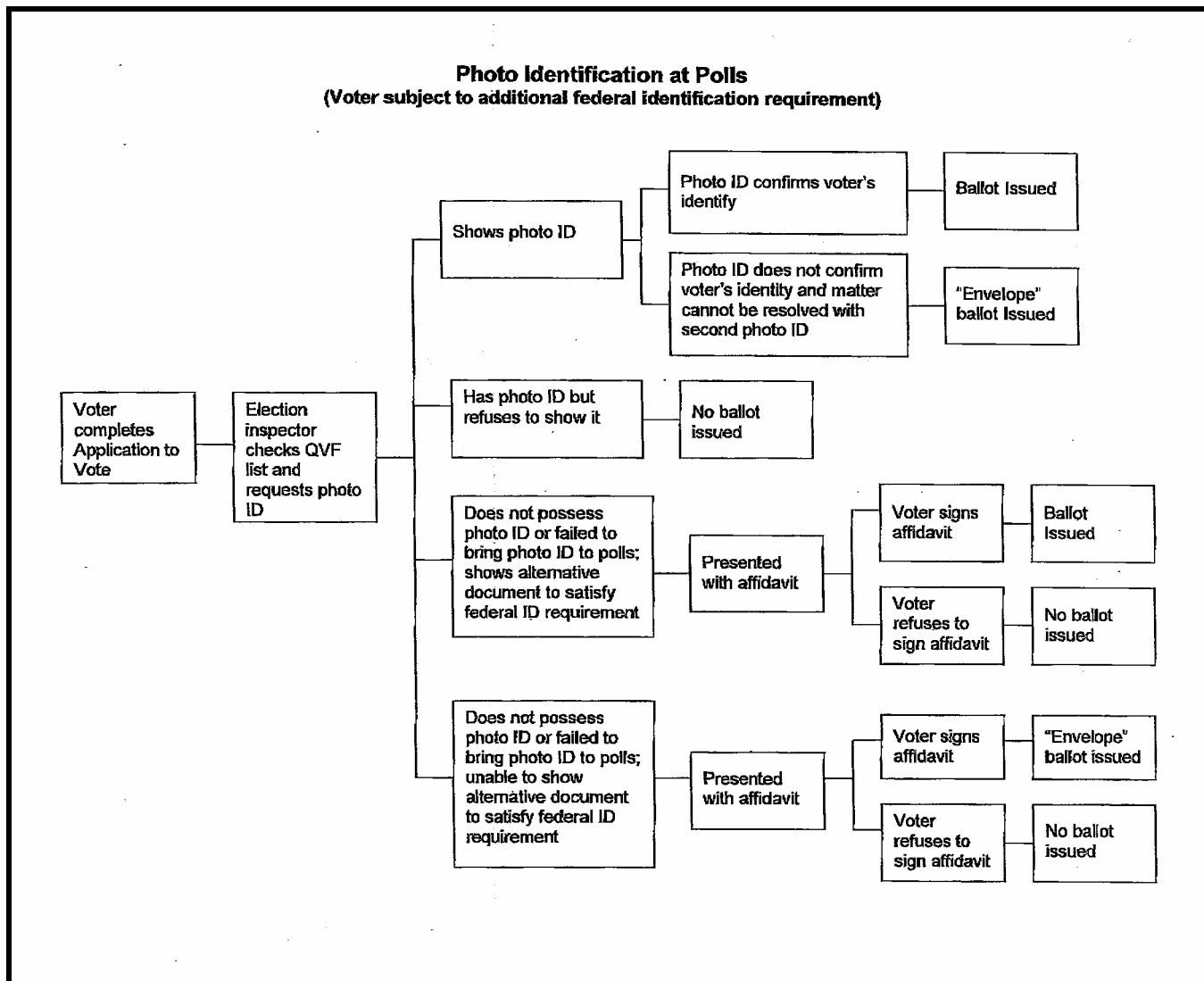
Appendix  
Page 114

- A. The completed affidavit is retained by the precinct board and forwarded to the local clerk in the #3 envelope after the close of the polls. The affidavits must be retained by the local clerk for a period of two years.
- B. A voter who does not possess photo identification who **refuses to sign the affidavit** cannot vote and should be referred to the local clerk.
- C. A voter who claims to have photo identification **but refuses to show it** cannot vote and should be referred to the local clerk.

The flow chart below illustrates the different scenarios that may occur during the photo identification verification process and their corresponding solutions:



The flow chart below illustrates the different scenarios that may occur during the photo identification verification process and their corresponding solutions for a **voter subject to the additional federal identification requirement**:



**NOTE:** If the photo appearing on the identification displayed by a voter **does not resemble the voter** closely enough to verify the voter's identity, ask to view any other examples of photo identification that the voter may be carrying. If the matter cannot be resolved with a second piece of photo identification or if the voter refuses to show a second piece of photo identification, issue the voter an "Envelope Ballot." Such a voter cannot vote unless and until the matter is appropriately resolved.

For additional information concerning this topic, please see **"Picture Identification in the Polls – Instructions to Election Officials"** located on page 106 in the Appendix.

#### 4. Recording Voter Activity on QVF List

As soon as it has been determined that the elector is qualified to vote, make a notation on the list. (Follow the clerk's directions on the preferred method for noting voter participation.)

#### 5. Assigning a Ballot

Assign the top (lowest numbered) blank ballot to the voter. Record the ballot number on the Application to Vote and pass the Application to Vote to the election inspector responsible for making the Poll Book entry.

#### 6. Completing the Poll Book

- A. The inspector handling the Poll Book lists the name of each voter and ballot serial number in the Poll Book in the order that the Applications to Vote are presented – record the voter number (line number in Poll Book) on the Application to Vote.
- B. Place the ballot into a secrecy sleeve with the stub exposed. Hand the completed Application to Vote and ballot inside the sleeve to the voter.
- C. Direct the voter to the next available voting booth.

LIST OF VOTERS				
NO. OF VOTER	NAME OF VOTER	MARK A.V. IF VOTED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
141	Sara Smith		149	Prov. Envelope
142	Sandy Miller	A.V.	302	
143	Joe Miller	A.V.	303	
144	Bob Walters	A.V.	352	
145	Teresa Achen	A.V.	317	
146	Bill Stevens		<del>150</del> 154	Spoiled
147	Zachary Tyler		151	
148	Brandon Johns		152	
149	Betty Arthur		153	Challenged
150	Sally Briggs		155	
151	Sam Houston		156	
152	Wendy Cole		<del>157</del> 160	Defective
153	Bob Kohn		158	
154	Don Armstrong		159	
155	Sarah Jones		161	Prov. Affidavit
156	Scott Brady		162	
157	John Smithson		163	
158	Karen Smithson		<del>164</del> <del>168</del> 172	Spoiled
159	David Garcia		165	Rejected
160	Paul Arnold		166	
20 TOTAL VOTERS ON THIS PAGE				



## 7. Assisting Voters

Advise voters who request assistance that a new ballot marking device, the AutoMARK Voter Assist Terminal (VAT), is available in the polling place which can be used to independently mark their ballot without assistance.

If the voter maintains that he or she wishes to mark his or her ballot with assistance, proceed as explained below.

**NOTE:** Voters who use the VAT may still receive assistance.

### Assistance Procedures

Whenever a voter receives help to vote his or her ballot, a complete record of the matter must be made in the Remarks section of the Poll Book.

- Under state law, when an elector asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The voter does not have to state a reason for his/her request.

TIME	REMARKS SECTION <small>This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.</small>
1:45	Sue Miller and Barb Smith (Election Inspectors) helped Bob Jones mark his ballot.

Appendix  
Page

- Under federal law, an elector who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs. If an elector indicates that he or she wants to receive voting assistance from another person, the following question must be asked of the voter: **"Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?"** A "yes" or "no" answer to this question is sufficient. If the answer to the question is "yes," the person who will provide assistance is asked: **"Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs?"** If the answer to this question is "no," the voter may be assisted by the person. The person assisting the voter may be of any age. If it is determined that the voter is not requesting assistance to vote by reason of blindness, disability or inability to read or write or that the person who has accompanied the person to the polls to provide assistance is not eligible to provide assistance, **two** inspectors who have expressed an affiliation with different political parties must assist the voter.

TIME	<b>REMARKS SECTION</b> <small>This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.</small>
11:30	Bob Smith assisted Mary Smith
	(his wife) in marking her ballot.

- **“Curbside Voting”** - If a voter is unable to enter the polling location and asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The two inspectors deliver the ballot inside the secrecy sleeve to the voter and deposit the ballot into the tabulator after it is marked by the voter. It merits note that the voter must comply with all regular processing procedures including the completion of an Application to Vote, registration verification, and I.D. verification.

For more information on assisting voters with disabilities, please see **“Providing Service to Voters with Disabilities”** on page 117 in the Appendix.

## 9. Receiving Ballots

The voter is required to insert the ballot in the secrecy sleeve with the stub exposed and then return the ballot in the secrecy sleeve to an inspector for verification. If the ballot is not properly inserted in the secrecy sleeve, instruct the voter to insert the ballot in the sleeve the proper way.

## 10. Verifying and Depositing Voted Ballots

Check to see if the voter’s ballot serial number matches the ballot number as recorded on the Application to Vote.

If the serial number agrees, an inspector carefully removes the stub and instructs the voter to feed the ballot into the tabulator. The stubs may be discarded or retained according to the clerk’s instructions.

If the serial number does **not** agree, question the voter and enter the facts in the Remarks section of the Poll Book. If a satisfactory explanation cannot be obtained, contact the clerk for instruction.

If the ballot stub is missing and cannot be accounted for, the ballot is not counted. Enter a notation of the instance in the Remarks section of the Poll Book.

If the ballot stub was removed by the voter in view of an election inspector, the ballot is counted.

If the ballot stub was removed by the voter and the removal was not witnessed by an election inspector, the ballot must be processed as a “challenged” ballot.

Under no circumstances is a voter allowed to leave the polling place with his or her ballot or any portion of the ballot (including the ballot stub).

## **11. Notes on Processing Procedures**

- A. Secrecy of the ballot must be strictly maintained!
- B. Only those persons duly authorized to provide voting assistance may be present in the voting station with the voter. As an exception, the law provides that a “minor child” may accompany an elector in the voting station. For the purposes of this allowance, anyone under 18 years of age should be regarded as a “minor child.”

## **12. Rearranging record keeping steps to meet administrative preferences:**

Various record keeping steps associated with the voter processing procedures may be rearranged to meet administrative preferences, however, care must be taken to assure that the security measures built into the procedure are not compromised in any way.

### TOPIC 3: VOTERS WHO HAVE MOVED

---

If the residential address entered by the voter on the Application to Vote shows that the voter has moved, proceed as follows:

#### 1. Move Within City or Township

A registered elector who moves within the same city or township who fails to submit an address change prior to the election can vote one last time in the precinct where he/she is registered. Proceed as follows:

- A. Have the voter complete an Election Day Change of Address Notice.
- B. Make the proper check to identify the voter.
- C. Initial the Election Day Change of Address Notice and the Application to Vote.
- D. Forward the Election Day Change of Address Notice to the clerk.

<b>ELECTION DAY CHANGE OF ADDRESS NOTICE</b> (MOVE MADE WITHIN SAME CITY OR TOWNSHIP)	
_____, Michigan    Date _____	
CITY / TOWNSHIP	
This is to advise that I have moved from	
_____ PREVIOUS STREET ADDRESS	_____ WARD / PRECINCT
To _____	
CURRENT STREET ADDRESS	
and wish to have my voter registration reflect this change.	
_____ PRINT NAME	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>DATE OF BIRTH</b> / /</div>
_____ SIGNATURE OF VOTER	
_____ ELECTION INSPECTOR	
NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3	

## 2. Move to a Different City or Township

A registered elector who moves from one Michigan city or township to another Michigan city or township – who fails to reregister in the new city or township – can vote one last time in the precinct where registered **IF THE MOVE WAS MADE WITHIN 60 DAYS OF THE ELECTION**. Proceed as follows:

- A. Have the voter complete a Cancellation Authorization.
- B. Make the proper check to identify the voter.
- C. Initial the Cancellation Authorization and the Application to Vote.
- D. Forward the Cancellation Authorization to the clerk.

<b>AUTHORIZATION TO CANCEL REGISTRATION</b>	
DATE OF ELECTION: _____	
WARD / PRECINCT _____	
VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.	
PREVIOUS ADDRESS _____	
CITY OR TOWNSHIP _____	
I certify that I was a registered and qualified elector in the above city or township and that I moved to the address below AFTER THE 60TH DAY prior to this election. I further authorize the clerk of the city or township listed above to <b>cancel my voter registration</b> . I understand that I <b>must register to vote with the clerk of the city or township where I now reside.</b>	
CURRENT ADDRESS _____	
CITY OR TOWNSHIP _____	
PRINT NAME _____	DATE OF BIRTH _____
X _____	INSPECTOR'S INITIALS _____
SIGNATURE OF VOTER	
INSPECTOR'S INITIALS	
<b>NOTE TO INSPECTOR: RETURN FORM IN LOCAL CLERK ENVELOPE</b>	
PRINTING SYSTEMS, INC. • (800) 95-12345 • FORM NO. 440	

**NOTE:** If the move was made **60 DAYS OR MORE BEFORE THE ELECTION**, the voter may not vote in the precinct and is not issued a ballot. The inspector includes a note to the local clerk in the #3 envelope detailing the incident. The voter's Application to Vote is not spindled, and can either be discarded or included with the note to the clerk.

## TOPIC 4: PROVISIONAL BALLOTS

---

If a voter who completes an Application to Vote does not appear on the precinct's registration list, contact the clerk for assistance and complete a "four-step" procedure form before issuing a ballot to the voter. The four-step procedure form can be found in your supplies. There are two exceptions:

**Exception #1:** If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete the four-step procedure form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

**Exception #2:** If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete the four-step procedure form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of the four-step procedure form.)

### **1. Completion of "Four-Step" Procedure Form**

In an instance where the four-step procedure form must be completed before a ballot can be issued to the voter, the precinct board must carefully work through the form and make a final determination on whether the ballot issued to the voter can be handled like any other ballot issued in the polls (i.e., deposited in the precinct's tabulator) or must be preserved in a special "provisional ballot security envelope" and returned to the clerk's office for further review after the polls close. The four-step procedure form is designed to guide the precinct board in making this determination. A ballot preserved in a "provisional ballot security envelope" is commonly called an "envelope" ballot. Provisional ballot security envelopes can be found in your supplies.

**Provisional Ballot Instructions**

*A four-step procedure for issuing a ballot if voter's name does not appear on registration list.*

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

**EXCEPTION #1:** If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

**EXCEPTION #2:** If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong polling place.)

**IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED BELOW**

**STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process.** (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

**AFFIDAVIT**

I, Sara Bidel, hereby affirm that I am a resident of the ☐ City ☒ Township of Ada, Michigan and I reside at 1100 Spaulding Ave.. I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: X Sara Bidel Date: 5/8/07

Signature of Clerk, Authorized Assistant or Election Inspector: Mark Williams

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote: ☐ Mail-in registration form  
☐ Secretary of State Branch Office  
☐ Secretary of State "Renewal by Mail" Program  
☐ Designated voter registration agency  
☒ County, city or township clerk's office

Approximate date of REGISTRATION: March 15, 2007

**STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.**

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

Appendix  
Page 124

**If, after completing the four-step procedure form, it is determined that the ballot can be tabulated in the precinct, proceed as follows:**

- A. Prepare ballot as a "challenged" ballot and issue to the voter.
- B. Enter the voter's name in the Poll Book and write "Provisional Affidavit" next to the voter's name.

154	Don Armstrong	159	
155	Sarah Jones	161	Prov. Affidavit
156	Scott Brady	162	



- C. Direct voter to a voting station and permit voter to vote ballot.
- D. After the voter has voted the ballot, remove the ballot stub and direct voter to deposit ballot in tabulator.

- E. Issue the “NOTICE” supplied for such voters typically found on the bottom of the four-step procedure form.

(Detach Here)

**NOTICE TO VOTER**

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers placed your ballot in a ballot container or you placed your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within 6 days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*. For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact Information:

Clerk Name: <u>Sally Smith</u>	Phone Number: <u>517-555-1212</u>
Website or E-Mail Address: <u>smiths@ada.net</u>	
Other: <u>100 Clifford Ave. Ada, MI 49301</u>	

- F. Forward the four-step procedure form completed by the voter to the clerk after the polls close.

**If, after completing the four-step procedure form, it is determined that the ballot must be preserved as an “envelope” ballot, proceed as follows:**

- A. Prepare ballot as a “challenged” ballot and issue to the voter.
- B. Enter the voter’s name in the Poll Book and write “Provisional Envelope” next to the voter’s name.

69	Betty Arthur		76	
70	Sally Briggs		77	Prov. Envelope
71	Sam Houston		78	



- C. Direct voter to a voting station and permit voter to vote ballot.
- D. After the voter has voted the ballot, direct the voter to place the ballot in a provisional ballot secrecy sleeve. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
- E. After the voter has placed the ballot in a secrecy sleeve, direct the voter to place the ballot in a Provisional Ballot Security Envelope. (Provisional Ballot Security Envelopes can be found in your supplies.) The ballot stub remains attached to the ballot.



PROVISIONAL BALLOT SECURITY ENVELOPE	
<i>Use a separate security envelope for each "envelope" ballot issued by the precinct board.</i>	
<b>1. Election Date:</b> _____ <b>City/Township of:</b> _____ <b>Precinct/Ward:</b> _____ <small>(Circle One)</small>	
<b>2. Name of Voter:</b> _____ <b>Reason why "Envelope" ballot issued (check one):</b> <div style="margin-left: 20px;"> <input type="checkbox"/> Elector's name did not appear on the precinct's QVF list. (Complete four-step procedure form before issuing ballot. Do <u>not</u> enclose the four-step procedure form in this envelope.)  <input type="checkbox"/> Elector subject to ID requirement unable to produce an acceptable form of ID. (There is no need to complete the four-step procedure form before issuing ballot.)         </div>	
<b>3. Name of Election Inspector Sealing Provisional Ballot Security Envelope:</b> _____	
<i>Place all sealed "envelope" ballots in the Provisional Ballot Storage Envelope (Form No. 954).</i>	

Miller Consultations & Elections, Inc. Form No. 953

F. Seal the Provisional Ballot Security Envelope and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do not enclose the four-step procedure form in the envelope.

G. Issue the "Notice" supplied for such voters.

(Detach Here)	
<b>NOTICE TO VOTER</b>	
<p>As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:</p> <ul style="list-style-type: none"> <li>If the election workers placed your ballot in a ballot container or you placed your ballot in the precinct's tabulator, all valid votes appearing on your ballot <i>will count</i>. You have voted!</li> <li>If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within 6 days after the election. If your ballot can be counted, all valid votes appearing on your ballot <i>will count</i>. If your ballot cannot be counted, <i>no votes appearing on your ballot will count</i>. For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact Information:</li> </ul>	
Clerk Name: <u>Sally Smith</u>	Phone Number: <u>517-555-1212</u>
Website or E-Mail Address: <u>smiths@ada.net</u>	
Other: <u>100 Clifford Ave. Ada, MI 49301</u>	

H. Issue the "Notice to Voters Unable to Satisfy Identification Requirement."



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**NOTICE TO VOTERS UNABLE TO SATISFY IDENTIFICATION  
REQUIREMENT AND/OR RESIDENCE VERIFICATION REQUIREMENT**

*-- Instructions for making sure your ballots counts --*

As you are subject to an identification requirement and/or a residence verification requirement and were unable to satisfy the requirement in the polling place, special procedures were followed when issuing you a ballot.

To ensure that your ballot counts, you must provide your local city or township clerk with the required information no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

**Documents which satisfy identification requirement if your name did not appear on registration list:** A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

**Documents which satisfy residency requirement if your name did not appear on registration list:** Any of the following documents. The document must show your name and your address. The address shown on the document must be in the precinct where you voted:

Michigan Driver License	Current utility bill
Michigan identification card	Current bank statement
Government issued photo identification card	Current paycheck or government check
Photo identification issued by a Michigan university or college	Any other government document*

**Documents which satisfy federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan:** A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document\* which lists your name and address.

\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

BUREAU OF ELECTIONS  
RICHARD H. AUSTIN BUILDING • 1ST FLOOR • 450 W. ALLEGAN • LANSING, MICHIGAN 48918  
www.Michigan.gov/sos • (517) 379-2540

Appendix  
Page 128

- I. Forward the four-step procedure form and the Provisional Ballot Security Envelope holding the voter's ballot to the clerk after the polls close in the Provisional Ballot Storage Envelope provided in your precinct supplies.

**PLACE IN THIS ENVELOPE**

(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT.)

**Provisional Ballot Instruction Forms  
Voter Registration Applications  
Provisional Ballot Security Envelopes**

(Date of Election)

(City, Township, Village or School District)

(Ward/Precinct)

COUNTY OF \_\_\_\_\_, MICHIGAN

**PROVISIONAL BALLOT  
STORAGE ENVELOPE**

**TO: LOCAL CLERK**

## TOPIC 5: BALLOT ISSUES

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### 1. Ballots Rejected by Tabulator

If a voter's ballot is rejected in the polls by the tabulator, the election inspectors serving in the precinct may not view the voter's ballot in an attempt to identify the voting error involved. To ensure the proper handling of voter's who have their ballot rejected, it is recommended that inspectors use the "script" provided by the Michigan Department of State's Bureau of Elections titled, "Procedure for Handling Optical Scan Ballots Rejected in the Polls."



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#### Procedure for Handling Optical Scan Ballots Rejected in the Polls

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Michigan Department of State  
Bureau of Elections  
January 2002

Election workers appointed to serve in optical scan precincts must be carefully instructed on the appropriate procedures for interacting with voters who have their ballot rejected by the tabulator. As a part of the instruction, it is extremely important to emphasize that the election inspectors *cannot* view the voter's ballot in an attempt to identify the voting error involved.

To ensure the proper handling of voters who have their ballot rejected, the following "script" is offered. The distribution of the script to election inspectors appointed to serve in optical scan precincts is recommended. The election inspector responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.

**STEP 1: Election worker reads following statement to any voter who experiences the rejection of his or her ballot due to a voting error:**

**A. If voter has "overvoted" an office or has voted in more than a single party primary:** THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT IS IMPROPERLY MARKED. ACCORDING TO THE TABULATOR, YOU HAVE (CAST MORE VOTES FOR AN OFFICE THAN ALLOWED) (VOTED IN MORE THAN A SINGLE PARTY PRIMARY).

IF YOU WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.

IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT ANY INVALID VOTES MARKED ON YOUR BALLOT WILL NOT BE COUNTED.

**B. If voter has not cast any votes (blank ballot):** THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.

IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING STATION. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE AT YOUR REQUEST.

## 2. Spoiled Ballots

A voter who spoils his or her ballot may obtain a new ballot following the “Spoiled Ballot Procedure:”

- A. Direct the voter to return the spoiled ballot secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The Application to Vote will also be needed.
- B. Write the word “Spoiled” on the top of the ballot.

**OFFICIAL BALLOT**  
**GENERAL ELECTION, November 7, 2006**  
 HELENA TOWNSHIP 1  
**ANTRIM COUNTY, MICHIGAN**

**SPOILED**

**TO VOTE:** Completely darken the oval opposite each choice as shown:

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen or other marking tool, if provided. **DO NOT USE ANY OTHER INK COLOR!**

**PARTISAN SECTION:** To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket".

**Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.  
**Split Ticket:** You may vote a straight ticket **AND** vote for individual candidates of your choice.  
**Mixed Ticket:** Vote for the individual candidates of your choice in each office.

The **NONPARTISAN** and **PROPOSAL SECTIONS** of the ballot must be voted separately. Be certain to check the reverse side of the ballot.

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a person whose name is not printed on the ballot, write or place the name of that person in the blank space provided and darken the oval. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a person whose name is already printed on the ballot for that office.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)


**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase any marks made in error.


PARTISAN SECTION	CONGRESSIONAL	STATE BOARDS
<b>STRAIGHT PARTY TICKET</b>	<b>UNITED STATES SENATOR</b> 6 YEAR TERM (Vote for ONE)	<b>MEMBER OF THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS</b> 8 YEAR TERM (Vote for TWO)
<b>TO VOTE A STRAIGHT PARTY TICKET</b> Vote for not more than ONE	<b>Michael Bouchard</b> <small>Republican</small>	<b>David Brandon</b> <small>Republican</small>
<small>REPUBLICAN PARTY</small>	<b>Debbie Stabenow</b> <small>Democratic</small>	

- C. Instruct the voter to remove the stub (if not already removed) and place the ballot and stub in the envelope labeled “Spoiled or Defective Ballots.” (If you were not supplied with an envelope reserved for this purpose, create your own.)
- D. Draw a line through the first ballot number recorded on the Poll Book and the Application to Vote and note that the ballot was “Spoiled.”

145	Teresa Achew	A.V.	317	
146	Bill Stevens		<del>150</del> 154	Spoiled
147	Zachary Tyler		151	

- E. Issue the voter a new ballot. Record the new ballot number in the Poll Book opposite the name of the voter and on the voter's Application to Vote.

<b>Application to Vote – Poll List</b>		Voter No. (Poll Book) <u>64</u>
		Ward _____
Date of Election <u>November 6, 2007</u>		Precinct <u>2</u>
I hereby certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.		
<div style="border: 1px solid black; padding: 5px;"><p>PRINT NAME: <u>Bob Walters</u></p><p><u>6/22/61</u>      <u>203 Holmes Dr.</u> DATE OF BIRTH      RESIDENCE ADDRESS</p><p><b>SIGN HERE</b>  <b>x</b> <u>Bob Walters</u> SIGNATURE OF VOTER</p></div>		
APPROVED <u>SC</u> ELECTION INSPECTOR		BALLOT NO. <u>71 74</u>









- F. Return the spoiled ballot to the clerk after the polls close in the “Spoiled or Defective Ballots” envelope. (The envelope is sealed into the approved ballot container on election night.)

<small>NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two inspectors.</small>	
<div style="border: 1px solid black; padding: 5px;"><p><b>PLACE IN THIS ENVELOPE</b></p><p>✓ <b>Spoiled or Defective Optical Scan Ballots With Ballot Stubs Removed.</b></p><p>_____ (Date of Election)</p><p>_____ (Name of Jurisdiction)</p><p>_____ (Ward/Precinct)</p><p>COUNTY OF _____, MICHIGAN</p></div>	<div style="border: 1px solid black; padding: 5px;"><p><b>CLERK'S RECORD ONLY</b></p><p><b>DESTROY AFTER</b></p><p>_____ (Date)</p></div>
<h2>SPOILED OR DEFECTIVE BALLOTS</h2> <div style="text-align: center;">★ ★ ★ ★ ★ ★ ★ ★    ■    ■    ■    ■    ■    ■    ■</div>	

### 3. Exposed Ballots

If a voter who **deliberately** shows any person in the polling place how he or she voted, the voter's ballot is void and must be rejected. **DO NOT PERMIT THE VOTER TO VOTE AGAIN IN THE ELECTION.**

Mark the ballot, "Rejected for Exposure." Do not give the voter another ballot to replace the rejected one. Enter a complete account of the matter on the remarks page of the Poll Book and follow the "Exposed Ballot Procedure:"

OFFICIAL BALLOT GENERAL ELECTION, November 7, 2006 HELENA TOWNSHIP 1 ANTRIM COUNTY, MICHIGAN		
<p><b>REJECTED FOR EXPOSURE</b></p> <p>TO VOTE: Completely darken the oval opposite each choice as shown: </p> <p><b>IMPORTANT:</b> To mark your ballot, use only a black or blue ink pen or other marking tool, if provided. <b>DO NOT USE ANY OTHER INK COLOR!</b></p> <p><b>PARTISAN SECTION:</b> To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket".</p> <p><b>Straight Ticket:</b> Vote the party of your choice. Nothing further need be done in the partisan section.</p> <p><b>Split Ticket:</b> You may vote a straight ticket <b>AND</b> vote for individual candidates of your choice.</p> <p><b>Mixed Ticket:</b> Vote for the individual candidates of your choice in each office.</p> <p>The <b>NONPARTISAN</b> and <b>PROPOSAL</b> SECTIONS of the ballot must be voted separately. Be certain to check the reverse side of the ballot.</p> <p><b>DO NOT</b> vote for more candidates than indicated under each office title.</p> <p><b>WRITE-IN CANDIDATES:</b> To vote for a person whose name is not printed on the ballot, write or place the name of that person in the blank space provided and darken the oval. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a person whose name is already printed on the ballot for that office.</p> <p><b>WHEN YOU HAVE COMPLETED VOTING:</b> Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)</p> <p><b>NOTE:</b> If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase any marks made in error.</p>		
<p><b>PARTISAN SECTION</b></p> <p><b>STRAIGHT PARTY TICKET</b></p> <p>TO VOTE A STRAIGHT PARTY TICKET Vote for not more than ONE</p> <p> REPUBLICAN PARTY </p>	<p><b>CONGRESSIONAL</b></p> <p>UNITED STATES SENATOR 6 YEAR TERM (Vote for ONE)</p> <p> Michael Bouchard Republican</p> <p> Debbie Stabenow Democratic</p>	<p><b>STATE BOARDS</b></p> <p>MEMBER OF THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS 8 YEAR TERM (Vote for TWO)</p> <p> David Brandon Republican</p>

- A. Write "Rejected" next to the voter's name in the Poll Book and make a notation of the incident on the Remarks page of the Poll Book.

157	John Smithson	163	
158	Karen Smithson	<del>164</del> 168 172	Spoiled
159	David Garcia	165	Rejected
160	Paul Arnold	166	



- B. Seal the rejected ballot in an envelope labeled "Rejected."
- C. Write the reason for the rejection along with the name of the voter on the outside of the labeled envelope. (If you were not supplied with an envelope reserved for this purpose, create your own.)
- D. Return the rejected ballot to the clerk after the polls close.




#### 4. Defective Ballots

If a voter's ballot is found to be defective, issue a new ballot following the "Defective Ballot Procedure:"

- A. Direct the voter to return the defective ballot secured inside the secrecy sleeve. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The Application to Vote will also be needed.
- B. Write the word "Defective" on the top of the ballot.

**OFFICIAL BALLOT**  
**GENERAL ELECTION, November 7, 2006**  
**HELENA TOWNSHIP 1**  
**ANTRIM COUNTY, MICHIGAN**

**DEFECTIVE**

**TO VOTE:** Completely darken the oval opposite each choice as shown: 

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen or other marking tool, if provided. **DO NOT USE ANY OTHER INK COLOR!**

**PARTISAN SECTION:** To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket".

**Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.

**Split Ticket:** You may vote a straight ticket **AND** vote for individual candidates of your choice.

**Mixed Ticket:** Vote for the individual candidates of your choice in each office.





The **NONPARTISAN** and **PROPOSAL** SECTIONS of the ballot must be voted separately. Be certain to check the reverse side of the ballot.

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a person whose name is not printed on the ballot, write or place the name of that person in the blank space provided and darken the oval. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a person whose name is already printed on the ballot for that office.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase any marks made in error.

PARTISAN SECTION	CONGRESSIONAL	STATE BOARDS
<b>STRAIGHT PARTY TICKET</b>	<b>UNITED STATES SENATOR</b> <b>6 YEAR TERM</b> (Vote for ONE)	<b>MEMBER OF THE UNIVERSITY OF</b> <b>MICHIGAN BOARD OF REGENTS</b> <b>8 YEAR TERM</b> (Vote for TWO)
<b>TO VOTE A</b> <b>STRAIGHT PARTY TICKET</b> Vote for not more than ONE	<b>Michael Bouchard</b>  Republican	<b>David Brandon</b>  Republican
<b>REPUBLICAN PARTY</b> 	<b>Debbie Stabenow</b>  Democratic	

- C. Instruct the voter to remove the stub (if not already removed) and place the ballot and stub in the envelope labeled "Spoiled or Defective Ballots." (If you were not supplied with an envelope reserved for this purpose, create your own.)
- D. Draw a line through the first ballot number recorded on the Poll Book and the Application to Vote and note that the ballot was "Defective."

151	Sam Houston	155	156	Spoiled
152	Wendy Cole	157	160	Defective
153	Bob Kahn	158		

- E. Issue the voter a new ballot. Record the new ballot number in the Poll Book opposite the name of the voter and on the voter's Application to Vote.
- F. Return the defective ballot to the clerk after the polls close in the "Spoiled or Defective Ballots" envelope.

**NOTE:** If the voter is unwilling to re-vote the defective ballot, open the Auxiliary Bin and deposit the ballot inside. Assure the voter that his or her votes will be counted. (The ballot will be duplicated after 8:00 P.M.)

## TOPIC 6: PROCESSING ABSENTEE BALLOTS

---

### 1. Processing Absentee Ballots

If absentee ballots have been forwarded to your precinct for processing, they may be processed throughout election day as time permits. To ensure voter anonymity, absentee **ballots must be processed in multiples**. Using at least two election inspectors who have expressed a preference for different political parties, proceed as follows:

- A. Determine the legality of the ballot:
  - Verify that the voter signed the outside of the absentee ballot return envelope.
  - Verify that the name on the application for an absent voter ballot is the same as the name on the ballot return envelope.
  - Check the QVF registration list to confirm that the voter has not already voted in person.
- B. If it is determined by a **majority of the board** that the ballot is illegal and should not be counted do **not** open the return envelope. Write “REJECTED AS ILLEGAL” on the envelope along with the reason. This notation must be initialed by the chairperson.
- C. If it is determined that the ballot is legal and should be counted, make a notation on the QVF registration list. (Follow the clerk’s directions on the preferred method for noting voter participation.)
- D. Remove the ballot from the return envelope.

If the voter did not return the ballot, make a notation on the remarks page in the Poll Book. If the voter did not return the secrecy envelope, insert the ballot in a secrecy sleeve from your supplies. If the ballot is not properly inserted in the secrecy sleeve, reinsert the ballot in the proper manner.
- E. Check to see if the number on the ballot stub matches the ballot number recorded on the absent voter ballot application.
  - If the **stub is missing or the ballot number does not match** (and it is not a ballot number assigned to another absent voter in the same household), enter a notation on the Remarks page of the Poll Book and prepare the ballot as a “challenged” ballot. (See ballot preparation procedure under “Topic 8: Challengers/Poll Watchers.”)



- F. Enter the voter's name, the ballot number and the letter "A.V." (absent voter) in the Poll Book.

LIST OF VOTERS				
NO. OF VOTER	NAME OF VOTER	MARK A.V. IF VOTED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
61	Sara Ridel		69	Prov. Challenged
62	Sandy Miller	A.V.	28	
63	Joe Miller		70	Challenged



- G. Print the voter's name, voter number (from Poll Book), ballot number and the letters "A.V." on a blank Application to Vote. The election inspector who checked the legality of the ballot initials the application. (NOTE: If the voter completed the Application to Vote portion of the absentee ballot application it is not necessary to complete an additional Application to Vote.)
- H. Remove the ballot stub and secure the ballot until several AV ballots have been processed.
- I. Remove multiple ballots from their secrecy envelopes and place them all together into one secrecy sleeve until ready for tabulation.

If an absentee ballot is received from a person who is not registered in your precinct, do not open the return envelope. Contact the clerk for instructions. Return all absentee ballot envelopes – whether opened or not – to the clerk after the polls close in the A.V. ENVELOPE provided in your precinct supplies.

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two inspectors.

<b>PLACE IN THIS ENVELOPE</b>	<b>A.V.</b>
<input checked="" type="checkbox"/> <b>ABSENT VOTER APPLICATIONS</b>	
<input checked="" type="checkbox"/> <b>ABSENT VOTER ENVELOPES</b> (Opened and Unopened)	
<input checked="" type="checkbox"/> <b>LIST OF ABSENT VOTERS</b>	
_____ (Date of Election)	
_____ (Name of Jurisdiction)	
_____ (Ward/Precinct)	
COUNTY OF _____, MICHIGAN	

**CLERK'S RECORD ONLY**  
**DESTROY AFTER**  
\_\_\_\_\_  
(Date)

**TO: LOCAL CLERK**

\*\*\*\*\*

Michigan Election Resources  
Form No. 611

## 2. Handling Ballot Error Messages When Processing Absentee Ballots

If an absentee ballot is rejected by the tabulator it will be necessary to visually inspect the ballot to determine the appropriate course of action. If the rejection is due to a “false read,” deposit the ballot into the auxiliary bin for **duplication after the close of the polls**. The following “false reads” require duplication:

### A. False “overvote” created by ballot correction:

Ballot instructs voter to “Vote for not more than 1.” Voter 1) casts vote by completing the arrow or filling in the oval, 2) changes his or her mind and strikes vote and, 3) votes for preferred candidate by completing a second arrow or filling in a second oval. The tabulation equipment is programmed to identify and reject “overvoted” ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for the rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

**False Overvote -  
Ballot Correction**

STATE

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote for not more than ONE)

DICK POSTHUMUS  
LOREN BENNETT  
REPUBLICAN

JENNIFER M. GRANHOLM  
JOHN D. CHERRY, JR.  
DEMOCRATIC

DOUGLAS CAMPBELL  
ADRIANNA BUONARROTI  
GREEN

JOSEPH M. PILCHAK  
CLARA C. PILCHAK  
U.S. TAXPAYERS

Write-in

This ballot shows a false overvote correction. The first race, Governor and Lieutenant Governor, has two marks: a filled oval next to Dick Posthumus and a crossed-out oval next to Loren Bennett. The other races have single marks.

**Properly Duplicated**

STATE

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote for not more than ONE)

DICK POSTHUMUS  
LOREN BENNETT  
REPUBLICAN

JENNIFER M. GRANHOLM  
JOHN D. CHERRY, JR.  
DEMOCRATIC

DOUGLAS CAMPBELL  
ADRIANNA BUONARROTI  
GREEN

JOSEPH M. PILCHAK  
CLARA C. PILCHAK  
U.S. TAXPAYERS

Write-in

This is a properly duplicated ballot. It shows the same race as the first ballot, but with a single mark (a filled oval) next to Dick Posthumus and an empty oval next to Loren Bennett.

**GOVERNOR AND LIEUTENANT GOVERNOR**  
Vote For Not More Than ONE (1)

DICK POSTHUMUS  
LOREN BENNETT  
REPUBLICAN

JENNIFER M. GRANHOLM  
JOHN D. CHERRY, JR.  
DEMOCRATIC

DOUGLAS CAMPBELL  
ADRIANNA BUONARROTI  
GREEN

JOSEPH M. PILCHAK  
CLARA C. PILCHAK  
US TAXPAYERS

This ballot shows a false overvote correction. The first race, Governor and Lieutenant Governor, has two marks: a filled oval next to Dick Posthumus and a crossed-out oval next to Loren Bennett. The other races have single marks.

**GOVERNOR AND LIEUTENANT GOVERNOR**  
Vote For Not More Than ONE (1)

DICK POSTHUMUS  
LOREN BENNETT  
REPUBLICAN

JENNIFER M. GRANHOLM  
JOHN D. CHERRY, JR.  
DEMOCRATIC

DOUGLAS CAMPBELL  
ADRIANNA BUONARROTI  
GREEN

JOSEPH M. PILCHAK  
CLARA C. PILCHAK  
US TAXPAYERS

This is a properly duplicated ballot. It shows the same race as the first ballot, but with a single mark (a filled oval) next to Dick Posthumus and an empty oval next to Loren Bennett.

## B. False “overvote” created by invalid write-in:

Ballot instructs voter to “Vote for not more than 1.” Voter 1) casts vote by completing the arrow or filling in the oval, 2) records an “invalid” write-in under the same office and, 3) completes the corresponding arrow or oval. The write-in vote is “invalid” if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a “Declaration of Intent” declaring his or her interest in seeking nomination or election to the office as a write-in candidate. The tabulation equipment is programmed to identify and reject “overvoted” ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

### False Overvote - Invalid Write-In

STATE SENATOR  
10th DISTRICT  
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input checked="" type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
NO PARTY AFFILIATION	CAROLYN CELETTI	<input type="radio"/>
	Mickey Mouse	<input checked="" type="radio"/>
	Write-in	

### Properly Duplicated

STATE SENATOR  
10th DISTRICT  
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input checked="" type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
	CAROLYN CELETTI	<input type="radio"/>
	Write-in	<input type="radio"/>

STATE REPRESENTATIVE

REPRESENTATIVE  
IN STATE LEGISLATURE  
19TH DISTRICT  
Vote For Not More Than ONE (1)

REPUBLICAN	JOHN R. PASTOR	<input checked="" type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input checked="" type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input checked="" type="radio"/>
	Mickey Mouse	<input checked="" type="radio"/>

REPRESENTATIVE  
IN STATE LEGISLATURE  
19TH DISTRICT  
Vote For Not More Than ONE (1)

REPUBLICAN	JOHN R. PASTOR	<input checked="" type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input checked="" type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input checked="" type="radio"/>

## C. “Blank” ballot which contains valid votes:

Ballot instructs voter: “To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!” The tabulation equipment is programmed to identify and reject “blank” ballots. As a result, the ballot will be rejected due to the tabulator’s inability to read any of the votes cast on the ballot. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is a blank ballot, the rejection must be overridden.

#### D. False “crossover” vote created by ballot correction:

Partisan primary ballot advises voters: “...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.” Voter 1) casts a vote in one of the party columns appearing on the ballot, 2) changes his or her mind and strikes vote and, 3) votes one or more offices in another party column. The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a “crossover” vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted, the rejection must be overridden.

##### False Crossover Vote - Ballot Correction

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input checked="" type="radio"/>	JAMES J. BLANCHARD <input checked="" type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Write-in <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>
UNITED STATES SENATOR	UNITED STATES SENATOR

##### Properly Duplicated

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Write-in <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>
UNITED STATES SENATOR	UNITED STATES SENATOR

REPUBLICAN PARTY	DEMOCRATIC PARTY
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input checked="" type="radio"/>	JAMES J. BLANCHARD <input checked="" type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Write-in <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>
UNITED STATES SENATOR	UNITED STATES SENATOR

REPUBLICAN PARTY	DEMOCRATIC PARTY
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Write-in <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>
UNITED STATES SENATOR	UNITED STATES SENATOR

#### E. False “crossover” vote created by invalid write-in:

Partisan primary ballot advises voters: “...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.” Voter 1) enters an “invalid” write-in in one of the party columns on the ballot, 2) completes the arrow or oval and, 3) votes one or more offices in another party column. The write-in vote is “invalid” if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a “Declaration of Intent” declaring his or her interest in seeking nomination or election to the office as a write-in candidate. The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a “crossover” vote. As a result, the ballot

will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted, the rejection must be overridden.

### False Crossover Vote - Invalid Write-In

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
<i>Mickey Mouse</i> <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
Write-in	Write-in
CONGRESSIONAL	CONGRESSIONAL

### Properly Duplicated

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
Write-in	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS ←	JAMES J. BLANCHARD ←
JOHN JOE SCHWARZ ←	DAVID E. BONIOR ←
<i>Mickey Mouse</i> ←	JENNIFER M. GRANHOLM ←
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS ←	JAMES J. BLANCHARD ←
JOHN JOE SCHWARZ ←	DAVID E. BONIOR ←
Write-in	JENNIFER M. GRANHOLM ←
CONGRESSIONAL	CONGRESSIONAL

### 3. Duplication Procedure

Ballots may not be duplicated until **after the close of the polls!** The procedures for duplicating ballots that contain false “overvotes,” ballots which cannot be scanned by the tabulator due to the voter’s use of an improper marking implement, attempted corrections, and ballots which contain false “crossover” votes (if a partisan primary) are detailed below:

- A. After identifying the ballots that must be duplicated, count out an equal number of unused ballots. At the top of the first ballot to be duplicated write “1.” At the top of the replacement ballot write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, i.e.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- B. Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid votes from the original ballot as the second election inspector records the votes on the duplicate ballot. After the completion of the duplication process, the election inspectors who handled the procedure double-check the duplicated ballot against the original ballot.
- C. After the completion of the double-check, the duplicated ballot is tabulated. The original ballot is secured inside the “Original Ballots Envelope.”

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two inspectors.

**PLACE IN THIS ENVELOPE**

✓ Original Optical Scan Ballots for which duplicates have been made and tabulated.

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Ward/Precinct)

COUNTY OF \_\_\_\_\_ MICHIGAN

**CLERK'S RECORD ONLY  
DESTROY AFTER**

\_\_\_\_\_  
(Date)

**ORIGINAL BALLOTS**  
**(THAT HAVE BEEN DUPLICATED)**


★ ★ ★ ★ ★ ★ ★ ★

MS Michigan Election Resources  
Form No. 502

**NOTE:** If a mistake occurs when duplicating a ballot, place the ballot used for duplication in the Original Ballots envelope and obtain a new blank ballot for duplication. Make a notation on the top of the ballot in which the mistake occurred and be sure to include it in the number of ballots used for duplication for the ballot summary.

## 4. Optical Scan Validity Standards

Information regarding Optical Scan Validity Standards can be found in the document titled, “Determining the Validity of Optical Scan Ballot Markings.”

  
STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

May 27, 2004

**DETERMINING THE VALIDITY OF  
OPTICAL SCAN BALLOT MARKINGS**

Michigan election law, MCL 168.799a(3) as amended under PA 92 of 2004, provides the following direction on recounting optical scan ballots:

If the electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark subject to recount with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

Similar direction is provided under Michigan election law, MCL 168.803(2) as amended under PA 92 of 2004:

If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

The above provisions of law were enacted to accommodate those situations where the tabulating equipment employed to count optical scan ballots cast at an election is unable to recognize a properly cast vote. Such situations generally stem from the voter using an inappropriate marking tool to vote his or her ballot. They can also occur if the ballot marking is not dense enough for the tabulator to recognize the presence of a vote.

It merits emphasis that the proper way to indicate a vote on an optical scan ballot is to make a mark within the "predefined area" designated for casting a vote. Thus, any markings that are inconsistent with this standard cannot be counted as votes.

BUREAU OF ELECTIONS  
TREASURY BUILDING • 1ST FLOOR • 436 W. ALLEGAN • LANSING, MICHIGAN 48918  
www.michigan.gov/elections • (517) 373-2645

Appendix  
Page 132

In order for an optical scan ballot marking to be ruled **VALID**, the following two standards must be met:

**Step 1:** There must be a mark **within** the “target area.” Any mark inconsistent with this standard cannot be counted as a vote.

Valid markings: Each of the examples provided below is a valid vote as there is a mark within the “predefined area” for casting a vote.

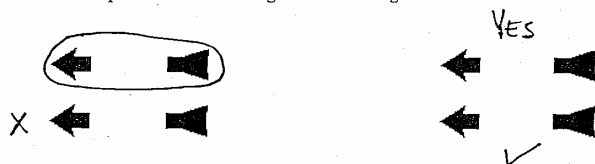
Invalid markings: Each of the examples provided below is an invalid vote as a mark does not appear within the “predefined area” designated for casting a vote.

Appendix  
Page 134

Valid markings: Each of the examples provided below is a valid vote as there is a mark within the "predefined area" for casting a vote.



Invalid markings: Each of the examples provided below is an invalid vote as a mark does not appear within the "predefined area" designated for casting a vote.



Appendix  
Page 133

**Step 2:** That mark must be **consistent** with all of the other marks on the ballot. Any mark inconsistent with this standard cannot be counted as a vote.

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."

Candidate A



Candidate B



Candidate C



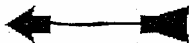
Counts for top two positions only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."

Candidate A



Candidate B



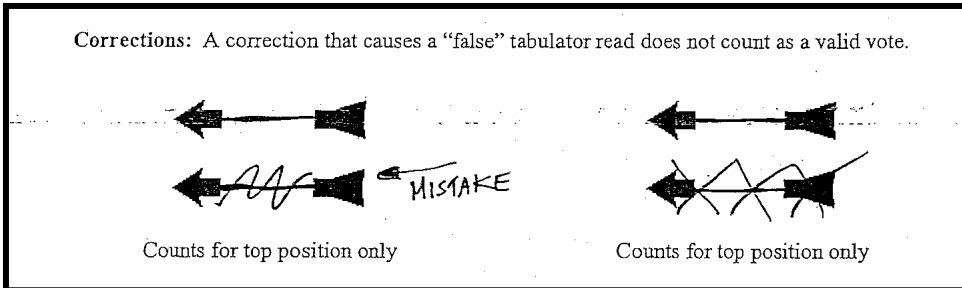
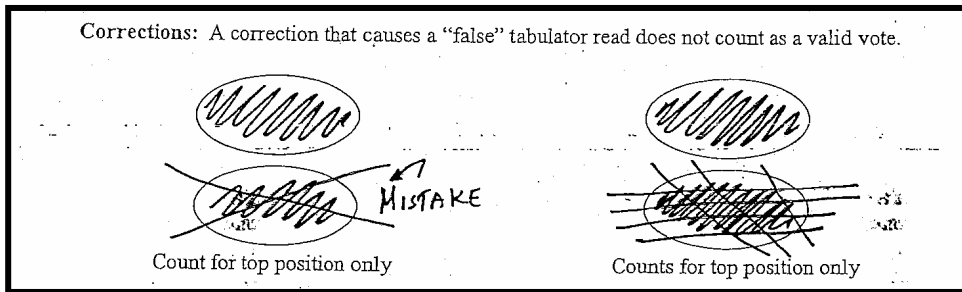
Candidate C



Counts for top two positions only



**NOTE:** A correction that causes a “false” tabulator read **does not count** as a valid vote



## **TOPIC 7:**

### **CAMPAIGNING AT THE POLLS AND EXIT POLLSTERS**

---

#### **1. Campaigning at the Polls**

Campaigning and solicitations are not allowed within 100 feet of any doorway being used by voters to enter the building in which a polling place is located. The following activities are restricted:

- Approaching voters to influence their vote.
- Distributing literature or write-in stickers.
- Displaying signs, posters, bumper stickers or information regarding a proposal on the ballot.
- Circulating petitions.
- Soliciting donations – any sales activity.

Election Inspectors have the right to ask voters entering the polls to remove campaign buttons or cover up clothing bearing a campaign slogan or a candidate's name. Voters may also be told to conceal campaign literature or materials brought into the polls.

Periodically check voting stations for campaign materials left behind by voters and discard any that is found.

If a person persists in violating any of the above restrictions, contact the clerk or, if necessary, local law enforcement authorities.

#### **2. Literature, Signs, Posters**

Michigan election law stipulates that “a person shall not post, display, or distribute in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located any material that directly or indirectly makes reference to an election, a candidate, or a ballot question.”

- The above restriction includes materials developed to inform voters on the “pros” and “cons” of ballot proposals.
- A voter may park a car or other vehicle bearing campaign materials within 100 feet during the time he or she is voting.

## 2. Use of Video Cameras, Cell Phones, Cameras, Televisions and Recording Equipment in the Polls

To ensure that all voters who attend the polls have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- The use of video cameras (including cell phone video cameras), cameras and recording devices by voters, challengers and poll watchers is prohibited in the polls during the hours the polls are open for voting.
- Broadcast stations and news media representatives may be permitted to briefly film from the public area of the polling room. In no case can personnel working for broadcast stations or the news media set up a camera in the voting area of the polling room. If the public area is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room.
- News reporters are not permitted to interview voters inside the polling place.
- The use of cell phones by voters who have entered a voting station to vote is prohibited.
- Television and radio broadcasts are prohibited in the polls during the hours the polls are open for voting.

For additional information concerning this topic, please see “**Election News – Issue No. 40**” (November 1, 2006) located on page 173 in the Appendix.

## 3. Exit Pollsters

Exit pollsters are persons employed to survey electors **after** they have voted. Exit pollsters must:

- A. Remain at least *20 feet* from the entrance to the building
- B. Not enter the building, and
- C. Not question voters *entering* the building.

## TOPIC 8: CHALLENGERS AND POLL WATCHERS

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### 1. Challengers

“Challengers” may be appointed by political parties and qualified interest groups to observe the election process in voting precincts and absent voter counting board precincts. A challenger has the right to challenge a person’s qualifications to vote if the challenger has reason to believe that the person is not qualified to vote in the precinct. A challenger also has the right to challenge the actions of election inspectors operating the precinct if the challenger believes that election law is not being followed. An official challenger:

- May be appointed to serve in more than one precinct.
- Must be a registered voter of the State of Michigan.
- Must represent a recognized political party or qualified interest group. Two challengers from each party or interest group are allowed in a voting precinct at any given time; only one of the challengers may hold the authority to challenge at any given time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct inspectors each time the authority is alternated. Only one challenger from each party or interest group is allowed in an absent voter counting board precinct at any given time.
- May **not** be a candidate. **EXCEPTION:** A candidate for precinct delegate may serve as a challenger in any precinct except his/her own.
- May **not** serve as an election inspector in the election.
- May **not** campaign, distribute campaign material or wear campaign buttons in the precinct.

**Credentials:** Challengers must have a “challenger card” issued by the appointing political party or interest group. An “ELECTION CHALLENGER” badge is also recommended.

**Conduct:** Challengers must conduct themselves in an orderly manner. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying your work; touching ballots, election materials or voting equipment; or acting in a disorderly manner.

**Rights of Challengers:** Election Inspectors must accommodate challengers. Challengers may observe all procedures being carried out and are permitted behind the election inspectors’ table. Challengers have the right to:

- Examine the voting equipment before the polls open and after the polls close.
- Observe the completion of Applications to Vote and processing of voters (may **not** observe electors voting).

- Visually inspect the Applications to Vote, Poll Books, registration records and any other materials used (may **not** touch any materials).
- Inspect ballots (including absent voter ballots) during counting (may **not** touch ballots).
- Keep notes regarding their observations.
- Remain in the precinct until all work of board is complete.

**Challenge Procedure:** A challenger may challenge a person's voting rights if he/she has good reason to believe that the voter is not registered; this type of challenge must be made immediately after the voter completes an Application to Vote. The challenge must be a "proper" challenge; "improper" challenges are not acceptable.

- A challenge is **proper** if it is based on information obtained by the challenger through a reliable source or means. For example, the challenger has obtained information that a particular voter:
  - A. Is not a true resident of the jurisdiction
  - B. Has not yet attained 18 years of age
  - C. Is not a United States citizen, or
  - D. Did not register to vote on or before the "close of registration" for the election at hand. A challenger should know the specific individuals he or she intends to challenge *before the polls open on election day*.
- A challenge is **improper** if it is *not* based on information obtained by the challenger through a reliable source or means. For example, a challenger does not have the right to issue a challenge based on an "impression" that the voter may not be eligible to vote in the precinct due to the voter's manner of dress, inability to read or write English, perceived race or ethnic background or need for assistance with the voting process. Similarly, a challenger does not have the right to issue a challenge due to any physical or mental disability the voter may have or is perceived to have.

In addition, any election procedure that is not being properly performed by an election inspector may be challenged. A challenger may also call attention to the improper handling of ballots, campaigning or any violation of Michigan election law or other prescribed election procedure.

All challenges must be directed to the chairperson of the board. Challenges must be handled promptly and courteously by the chairperson or an inspector designated by the chairperson. The challenge of a person's voting rights proceeds as follows:

- A. After the challenge is made, the chairperson or designated inspector administers the following oath to the voter:

**"I swear (or affirm) that I will truthfully answer all questions put to me concerning my qualifications as a voter."**

- B. The chairperson or designated inspector questions the voter regarding his or her qualifications as an elector (citizenship, age and residency).
- C. If the voter's responses under oath prove that he or she is qualified to vote, the voter is issued a "challenged ballot." A challenged voter may **not** vote if he or she refuses to take the oath, answer the questions under oath or proves not to be qualified to vote by answers given under oath.
- D. A complete record of the challenge must be entered on the Challenged Voters page in the Poll Book.

CHALLENGED VOTERS		94
Time <u>2:30</u>	Name of Challenger <u>Scott Sampson</u>	
Name of Challenged Voter <u>Joe Miller</u>	Voter's Address <u>123 First St.</u>	
Voter's Telephone # <u>517-555-1212</u>	Reason for Challenge <u>Challenger did not think that Mr. Miller was old enough to vote.</u>	
Result of Challenge: <input checked="" type="checkbox"/> Ballot Issued and Identified <input type="checkbox"/> Ballot not issued		
Time _____	Name of Challenger _____	
Name of Challenged Voter _____	Voter's Address _____	
Voter's Telephone # _____	Reason for Challenge _____	
Result of Challenge: <input type="checkbox"/> Ballot Issued and Identified <input type="checkbox"/> Ballot not issued		
CHALLENGED PROCEDURES		
Time _____	Name of Challenger _____	
Description of Challenged Procedure _____		
Result _____		
Time _____	Name of Challenger _____	
Description of Challenged Procedure _____		
Result _____		

**Preparing and Issuing Challenged Ballots:** A challenged voter *must* vote on an optical scan ballot prepared as explained below:

- A. Write the number appearing on the voter's ballot in pencil on the back of the ballot.
- B. Conceal the number with a piece of Post-It brand tape. If this tape is not available, conceal the number with a small slip of paper. Use transparent tape to affix the paper over the number.
- C. Enter the voter's name in the Poll Book.

62	Sandy Miller	A.V.	28	
63	Joe Miller		70	Challenged
64	Bob Walters		77 74	Spoiled



- D. Issue the ballot to the voter.
- E. After the voter has voted the ballot, instruct the voter to insert the ballot into the tabulator following the normal procedure.

**Absentee Voter Challenge:** If an absentee ballot being processed in your precinct is challenged, identify the ballot as described above, complete the processing of the ballot under the normal procedures, and make a complete record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book.

COUNTY		STATE PROPOSALS	
<b>FOR COUNTY COMMISSIONER - DISTRICT 6</b> <b>2 YEAR TERM</b> (Vote for ONE) Michael Crawford <input type="radio"/>		<b>PROPOSAL 06-2</b> A PROPOSAL TO AMEND THE STATE CONSTITUTION TO BAN AFFIRMATIVE ACTION PROGRAMS THAT GIVE PREFERENTIAL TREATMENT TO GROUPS OR INDIVIDUALS BASED ON THEIR RACE, GENDER, COLOR, ETHNICITY OR NATIONAL ORIGIN FOR PUBLIC EMPLOYMENT, EDUCATION OR CONTRACTING PURPOSES The proposed constitutional amendment would: • Ban public institutions from using affirmative action programs that give preferential treatment to groups or individuals based on their race, gender, color, ethnicity or national origin for public employment, education or contracting purposes. Public institutions affected by the proposal include state government, local governments, public colleges and universities, community colleges and school districts. • Prohibit public institutions from discriminating against groups or individuals due to their gender, ethnicity, race, color or national origin. (A separate provision of the state constitution already prohibits discrimination on the basis of race, color or national origin.) Should this proposal be adopted? YES <input type="radio"/> NO <input type="radio"/>	
<b>NONPARTISAN SECTION</b> <b>JUDICIAL</b> <b>JUSTICE OF THE SUPREME COURT</b> <b>8 YEAR TERM</b> (Vote for TWO) Maura Denise Corrigan <input type="radio"/> Kerry L. Morgan <input type="radio"/> Marc Shulman <input type="radio"/> Jane M. Beckerling <input type="radio"/> Michael F. Cavanagh <input type="radio"/>		<b>PROPOSAL 06-5</b> A LEGISLATIVE INITIATIVE TO ESTABLISH MANDATORY SCHOOL FUNDING LEVELS The proposed law would: • Increase current funding by approximately \$565 million and require State to provide annual funding increases equal to the rate of inflation for public schools, intermediate school districts, community colleges, and higher education (includes state universities and financial aid grant programs). • Require State to fund any deficiencies from General Fund. • Base funding for school districts with a declining enrollment on three-year student enrollment average. • Reduce and cap retirement fund contribution paid by public schools, community colleges and state universities; shift remaining portion to state. • Reduce funding gap between school districts receiving basic per-pupil foundation allowance and those receiving maximum foundation allowance. Should this proposed law be approved? YES <input type="radio"/> NO <input type="radio"/>	
<b>JUDGE OF THE COURT OF APPEALS</b> <b>4TH DISTRICT INCUMBENT POSITION</b> <b>6 YEAR TERM</b> (Vote for TWO) Stephen L. Borrello <input type="radio"/> Peter D. O'Connell <input type="radio"/>		<b>PROPOSAL 06-3</b> A REFERENDUM ON PUBLIC ACT 160 OF 2004 - AN ACT TO ALLOW THE ESTABLISHMENT OF A HUNTING SEASON FOR MOURNING DOVES Public Act 160 of 2004 would: • Authorize the Natural Resources Commission to establish a hunting season for mourning doves. • Require a mourning dove hunter to have a small game license and a \$2.00 mourning dove stamp. • Stipulate that revenue from the stamp must be split evenly between the Game and Fish Protection Fund and the Fish and Wildlife Trust Fund. • Require the Department of Natural Resources to address responsible mourning dove hunting; management practices for the propagation of mourning doves; and participation in mourning dove hunting by youth, the elderly and the disabled in the Department's annual hunting guide.	
<b>JUDGE OF THE COURT OF APPEALS</b> <b>4TH DISTRICT INCUMBENT POSITION</b> <b>PARTIAL TERM ENDING 01/01/2009</b> (Vote for ONE) Alton T. Davis <input type="radio"/>			
<b>JUDGE OF THE PROBATE COURT</b> <b>6 YEAR TERM INCUMBENT POSITION</b> (Vote for ONE) Norman R. Hayes <input type="radio"/>			
<b>86TH DISTRICT COURT JUDGE</b> <b>6 YEAR TERM INCUMBENT POSITION</b>			

## 2. Poll Watchers

An election is an open process that may be observed by any interested person. (Candidates should not be present in the polling place after they have voted due to conflicts with the provisions which prohibit campaigning within 100 feet of the polls.) A common term used when referring to persons, other than qualified challengers, who want to observe the election process is “poll watcher.”

Poll watchers and challengers are different in the following ways:

- A challenger must be a registered voter of the State of Michigan; poll watchers do not have to be registered in this state.
- A challenger has the right to challenge a person’s voting rights and procedures being carried out by inspectors; poll watchers do not have this authority. (Exception: A poll watcher may challenge a person’s voting rights and the procedures being carried out by inspectors if they are a registered voter of the precinct in which the election is being held. MCL 168.727)
- A challenger may sit behind the processing table within the voting/processing area; poll watchers must remain in the public area of the polling place.
- Challengers have the right to inspect the Poll Book; poll watchers may inspect the Poll Book at the discretion of the chairperson. Neither may touch the Poll Book or other records.

For additional information concerning this topic, please see **“Election News – Issue No. 40”** (November 1, 2006) located on Page 173 of the Appendix.



## The Rights and Duties of Challengers and Poll Watchers

	<b>Challengers</b>	<b>Poll Watchers</b>
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	☆ No
Has the right to challenge the actions of election inspectors.	Yes	☆ No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Has the right to look at the Poll Book and other election materials.	Yes	Yes – but only as permitted by precinct board and when voting process will not be delayed.
May handle the Poll Book and other election materials.	No	No
May use a video camera or recording device in polling place.	No	No
May use a cell phone in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
May wear clothing, buttons, arm bands, vests, etc. that name organization he or she represents.	No	No
Has the right to approach and question voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

☆ Exception: A poll watcher may challenge a person's voting rights and the procedures being carried out by inspectors if they are a registered voter of the precinct in which the election is being held.

## TOPIC 9: WRITE-IN CANDIDATES

### 1. Providing Information

If a voter asks for information on the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. Do **not** provide the names of write-in candidates if asked or display the names of write-in candidates inside the polling place.

### 2. “Declaration of Intent” Requirement

An individual who wishes to seek nomination or election to a federal, state, county, city, township, village or school office with write-in votes is required to file a “Declaration of Intent” with the appropriate election official by 4:00 p.m. on the second Friday preceding the election.

WRITE-IN CANDIDATE DECLARATION OF INTENT			
(NAME OF CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT)			
<small>As a write-in candidate for public office, you must file this form no later than 4:00 p.m. on the second Friday immediately preceding the election. You may have additional filing obligations under Michigan's Campaign Finance Act (P.A. 388 of 1976). Ask your filing official for further information. As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the poll.</small>			
Name _____ <div style="text-align: center; font-size: x-small;">(Print or Type)</div>			
Residence Address _____ <div style="text-align: center; font-size: x-small;">(Street Address) (Post Office) (Zip Code)</div>			
<input type="checkbox"/> City or <input type="checkbox"/> Township of _____			
I am registered and qualified to vote at this address: <input type="checkbox"/> Yes <input type="checkbox"/> No Birth Date _____ / _____ / _____			
Home Phone (____) _____ Business Phone (____) _____			
DATE OF ELECTION: Primary _____ / _____ / _____ General _____ / _____ / _____			
OFFICE SOUGHT: _____			
<input type="checkbox"/> District No. (if any) _____ <input type="checkbox"/> Precinct No. (if Precinct Delegate Candidate) _____			
<input type="checkbox"/> Partisan Office -- Party* _____ <input type="checkbox"/> Nonpartisan Office _____ <div style="text-align: center; font-size: x-small;">(*NOTE: Required for partisan primary election only)</div>			
TERM: <input type="checkbox"/> Regular <input type="checkbox"/> To Fill Vacancy -- Term Ending _____ <input type="checkbox"/> Other _____			
JUDICIAL CANDIDATES ONLY:			
<input type="checkbox"/> Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is seeking reelection.			
<input type="checkbox"/> Non-Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is not seeking reelection.			
<input type="checkbox"/> New Judgeship - Place a check in this box if you are running for a newly created judicial seat.			
By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate.			
SIGNATURE OF WRITE-IN CANDIDATE: _____			
Subscribed and sworn to by _____		Name of Notary: _____	
before me on the _____ day of _____, _____		Notary Public, State of Michigan, County of _____	
_____		My commission expires _____	
Signature of notary public		Acting in the County of _____	
OFFICE USE ONLY			
OFFICE CODE _____		DATE OF FILING _____ / _____ / _____	
CFR I.D. _____		RECEIVED BY _____	
Revised 02/2007			

- The local clerk is responsible for notifying the precinct board of any write-in candidates who filed a Declaration of Intent. The clerk must include the corresponding office and political party (if applicable) for each write-in candidate.
- A write-in vote cast for an individual who has not filed a Declaration of Intent **does not count**. Write-in votes which do not count are **not** considered when determining whether

- The Declaration of Intent requirement is *waived* if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election. If the waiver is invoked, all write-in votes cast for the office must be counted including any write-in votes cast for candidates who have not filed a Declaration of Intent.

For information on Write-in votes for precinct delegate positions, please see **“Topic 15 – Precinct Delegates.”**

Depending on the type of optical scan system employed by the precinct, it may be necessary to visually inspect the ballots deposited into the **main bin** in addition to the ballots deposited into the **write-in bin** to identify all ballots containing one or more write-in votes.

Record all valid write-in votes *exactly as they were cast*. Include any name variations or name misspellings which may appear. Write-in votes are not processed or tallied until after 8:00 P.M.

[illegible]

## 6. Validity Standards for Write-In Votes

- **Step 1:** There must be a mark within the “target area.”
- **Step 2:** The mark must be consistent with all other marks on the ballot.
- **Step 3:** There must be a name written in or affixed by means of a sticker in the corresponding blank space.
- **Step 4:** The name must be a declared write-in candidate.
- **Step 5:** The name and its placement on the ballot must correspond with the office and party (if applicable) listed on the Write-In Declaration of Intent form.

### EXAMPLES:

#### Primary Election

Declared Write-In: Karen Johnson – Governor – Republican Party

#### **Voter #1** – Valid Write-In

(Vote awarded to Karen Johnson)

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
<u>Karen Johnson</u> <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
Write-in	Write-in
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>

#### **Voter #2** – Valid Write-In

(Vote recorded as Karin Jonson)

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
<u>Karin Jonson</u> <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
Write-in	Write-in
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>

#### **Voter #3** – Invalid Write-In

(Target area not marked)

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
<u>Karen Johnson</u> <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
Write-in	Write-in
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>

#### **Voter #4** – Invalid Write-In

(No name recorded)

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	<b>GOVERNOR</b> (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
<input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
Write-in	Write-in
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>

**Voter #5 – Invalid Write-In**  
(Name written under wrong party)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
<b>STATE</b> <b>GOVERNOR</b> (Vote for not more than ONE) DICK POSTHUMUS <input type="radio"/> JOHN JOE SCHWARZ <input type="radio"/> Write-in _____ <b>CONGRESSIONAL</b>	<b>STATE</b> <b>GOVERNOR</b> (Vote for not more than ONE) JAMES J. BLANCHARD <input type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/> Write-in <u>Karen Johnson</u> <input checked="" type="radio"/>

**Voter #6 – Invalid Write-In**  
(Name written under wrong office)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
<b>STATE</b> <b>GOVERNOR</b> (Vote for not more than ONE) DICK POSTHUMUS <input type="radio"/> JOHN JOE SCHWARZ <input type="radio"/> Write-in _____ <b>CONGRESSIONAL</b> <b>UNITED STATES SENATOR</b> (Vote for not more than ONE) ANDREW RACZKOWSKI <input type="radio"/> Write-in <u>Karen Johnson</u> <input checked="" type="radio"/>	<b>STATE</b> <b>GOVERNOR</b> (Vote for not more than ONE) JAMES J. BLANCHARD <input type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/> Write-in _____ <b>CONGRESSIONAL</b> <b>UNITED STATES SENATOR</b> (Vote for not more than ONE) CARL LEVIN <input type="radio"/> Write-in _____

## General Election

Declared Write-In: James Smith – U.S. Senator – Democratic Party

**Voter #1 – Valid Write-In**  
(Vote awarded to James Smith)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
REPUBLICAN ANDREW RACZKOWSKI <input type="radio"/>	DEMOCRATIC CARL LEVIN <input type="radio"/>
GREEN ERIC BORREGARD <input type="radio"/>	REFORM JOHN S. MANGOPOULOS <input type="radio"/>
NATURAL LAW DOUG DERN <input type="radio"/>	Write-in <u>James Smith</u> <input checked="" type="radio"/>

**Voter #2 – Valid Write-In**  
(Vote recorded as Jim Smyth)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
REPUBLICAN ANDREW RACZKOWSKI <input type="radio"/>	DEMOCRATIC CARL LEVIN <input type="radio"/>
GREEN ERIC BORREGARD <input type="radio"/>	REFORM JOHN S. MANGOPOULOS <input type="radio"/>
NATURAL LAW DOUG DERN <input type="radio"/>	Write-in <u>Jim Smyth</u> <input checked="" type="radio"/>

**Voter #3 – Invalid Write-In**  
(Target area not marked)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
REPUBLICAN ANDREW RACZKOWSKI <input type="radio"/>	DEMOCRATIC CARL LEVIN <input type="radio"/>
GREEN ERIC BORREGARD <input type="radio"/>	REFORM JOHN S. MANGOPOULOS <input type="radio"/>
NATURAL LAW DOUG DERN <input type="radio"/>	Write-in <u>James Smith</u> <input type="radio"/>

**Voter #4 – Invalid Write-In**  
(No name recorded)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
REPUBLICAN ANDREW RACZKOWSKI <input type="radio"/>	DEMOCRATIC CARL LEVIN <input type="radio"/>
GREEN ERIC BORREGARD <input type="radio"/>	REFORM JOHN S. MANGOPOULOS <input type="radio"/>
NATURAL LAW DOUG DERN <input type="radio"/>	Write-in _____ <input type="radio"/>

**Voter #5 – Invalid Write-In**  
(Name written under wrong office)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
REPUBLICAN ANDREW RACZKOWSKI <input type="radio"/>	DEMOCRATIC CARL LEVIN <input type="radio"/>
GREEN ERIC BORREGARD <input type="radio"/>	REFORM JOHN S. MANGOPOULOS <input type="radio"/>
NATURAL LAW DOUG DERN <input type="radio"/>	Write-in _____ <input type="radio"/>
<b>REPRESENTATIVE IN CONGRESS</b> <b>12th DISTRICT</b> (Vote for not more than ONE)	
REPUBLICAN HARVEY R. DEAN <input type="radio"/>	DEMOCRATIC SANDER LEVIN <input type="radio"/>
LIBERTARIAN DICK GACH <input type="radio"/>	U.S. TAXPAYERS STEVEN T. REVIS <input type="radio"/>
Write-in <u>James Smith</u> <input checked="" type="radio"/>	

## 7. Correcting Vote Totals

If the **invalid write-in vote** is the only vote cast for the office, additional special handling is not required; return the ballot with those that did not contain a write-in vote. However, if in addition to the invalid write-in vote the voter cast one or more votes for the same candidate(s) and/or other candidates on the ballot for the same office, or, if at a general election, cast a Straight Party vote by filling in the oval at the top of the same party column that the write-in vote appears in, any additional vote(s) for the same office may be valid; proceed to Step 1 below:

**Step 1:** Determine if the office is **overvoted**. Do not consider any invalid write-in votes when making this determination. An over vote results when the number of valid votes cast for an office, minus any invalid write-in votes, exceed the total number of votes allowed for the office.

Not Overvoted  
(General)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN CARL LEVIN	<input type="radio"/>
DEMOCRATIC ERIC BORREGARD	<input type="radio"/>
GREEN JOHN S. MANGOPOULOS	<input checked="" type="radio"/>
REFORM DOUG DERN	<input type="radio"/>
NATURAL LAW	<input type="radio"/>
Mickey Mouse Write-in	

Overvoted  
(General)

PARTISAN BALLOT (Continued)	
<b>UNITED STATES SENATOR</b> (Vote for not more than ONE)	
ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN CARL LEVIN	<input type="radio"/>
DEMOCRATIC ERIC BORREGARD	<input type="radio"/>
GREEN JOHN S. MANGOPOULOS	<input checked="" type="radio"/>
REFORM DOUG DERN	<input checked="" type="radio"/>
NATURAL LAW	<input type="radio"/>
Mickey Mouse Write-in	

**Step 2:** If the election is a partisan primary, also determine if the partisan section of the ballot is **crossover voted**. Do not consider any invalid write-in votes when making this determination. A cross-over vote results when valid votes, minus any invalid write-in votes, are cast within the partisan section of the ballot in more than one party column.

Not Crossover Voted

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARZ	DAVID E. BONIOR
Mickey Mouse	JENNIFER M. GRANHOLM
Write-in	Write-in

Crossover Voted

PARTISAN SECTION VOTE ONLY ONE SECTION	
<b>REPUBLICAN PARTY SECTION</b>	<b>DEMOCRATIC PARTY SECTION</b>
<b>STATE</b>	<b>STATE</b>
<b>GOVERNOR</b> (Vote for not more than ONE)	
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARZ	DAVID E. BONIOR
Write-in	JENNIFER M. GRANHOLM
	Mickey Mouse
Write-in	Write-in

If the office is over voted or the votes cast for the office are affected by a cross-over vote, the votes are invalid; return the ballot with those that did not contain a write-in vote.

**Exception** – If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved.

If the office is **not over voted** and the votes cast for the office are **not affected by a crossover vote**, the votes cast for the candidate(s) under the office must be manually added to the total vote received by the candidate(s); the **Totals Tapes MUST be corrected.**

**NOTE:** An invalid write-in vote can never **cause** an over vote or a crossover vote!

### Procedures for Correcting Vote Total(s)

**DO NOT** duplicate or retabulate the ballot! Instead, since the polls are closed and the Totals Tapes have already been printed, each copy of the Totals Tape must be manually corrected. To make the correction, locate the office(s) involved on the Totals Tape. (It is recommended that one tape be corrected at a time.) Next, locate the name of the candidate(s) who is entitled to receive the additional vote; then in ink, next to the number of votes received by each of the candidate(s) involved, write +1 and the new corrected vote total. Make this same correction on all remaining Totals Tape copies. Double check each correction for accuracy!

BEST VOCAL ARTIST	
Number to Vote For; 2	
FRANK SINATRA	0
ELVIS	0
PATSY CLINE	4 +1 = 5
JANIS JOPLIN	10
BUDDY HOLLY	0
BARRY WHITE	0
BILLIE HOLIDAY	0
STEVIE RAY VAUGHAN	10
"MAMA" CASS ELLIOT	0
Write In	0
Over Votes	0
Under Votes	16
Total Votes	40

If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved. If no additional offices on the same ballot contain a write-in vote, return the ballot with those that did not contain a write-in vote.

For additional information concerning this topic please see, "**Election News, Issue No. 37**" (September 29, 2006) located on Page 162 of the Appendix.

## TOPIC 10: CLOSING THE POLLS

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### 1. Important Notes:

- The polls must remain open for voting until 8:00 p.m.
- It is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, “The polls are now closed.”
- Every voter standing in line at 8:00 p.m. **must be permitted to vote.**
- The doors to the polling place must remain unlocked.
- Persons observing the closing of the polls may not enter the processing area and must conduct themselves in an orderly manner.
- The board may clear the polls if necessary to assure the orderly completion of the precinct’s records.

### 2. Procedure for Closing the Polls:

- A. Verify that all valid absent voter ballots have been tabulated (if absent voter ballots are processed in the precinct).
- B. Check auxiliary bin and accurately duplicate and tabulate any ballots requiring duplication.
- C. Verify that the number of ballots tabulated equals the number of voters according to the Poll Book.

### CERTIFICATE OF ELECTION INSPECTORS

**WE CERTIFY THE FOLLOWING:**

- ☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)
- ☒ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):..... 308
- ☒ The number of ballots tabulated is:..... 308

- D. Generate the totals tapes.
- E. Verify that all valid write-in votes have been tallied in the Poll Book and the totals recorded on the Statement of Votes.
- F. Verify that all provisional “envelope” ballot issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.



- G. Verify that the tabulator totals tapes and proposal language are attached to the appropriate copies of the Statement of Votes.

ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.		ENTER OR ATTACH PROPOSAL LANGUAGE HERE.	
Under Votes	20	<p><b>SCHOOL DISTRICT #23 HIGH SCHOOL LEVY</b></p> <p>Shall a levy be made in addition to the regular levy authorized by law in such number of mills as may be necessary to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) for the purpose of the proper maintenance and operation of the District High School or approximately fifteen and one tenth (15.1) mills.</p> <p>FOR an additional levy to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) and being approximately fifteen and one tenth (15.1) mills <input type="radio"/></p> <p>AGAINST an additional levy to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) and being approximately fifteen and one tenth (15.1) mills <input type="radio"/></p>	
Total Votes	20		
06-05 Mandatory School Funding Levels			
YES	0		
NO	0		
Over Votes	0		
Under Votes	20		
Total Votes	20		
Grosse Pointe Woods City Amendment			
YES	1		
NO	0		
Over Votes	0		
Under Votes	19		
Total Votes	20		
<p>WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF ALABAMA.</p> <p><i>Sally Jones</i> PRECINCT CHAIRPERSON</p> <p><i>Mike Wilkins</i> PRECINCT INSPECTOR</p> <p><i>John Smith</i> PRECINCT INSPECTOR</p> <p><i>Bob Carnitt</i> PRECINCT INSPECTOR</p> <p><i>Sam Best</i> PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p>		<p><b>PROPOSED TAX LEVY (RENEWAL)</b> WESTERN RESERVE TRANSIT AUTHORITY A Majority Affirmative Vote Is Necessary For Passage</p> <p>A RENEWAL OF AN EXISTING TAX for the benefit of WESTERN RESERVE TRANSIT AUTHORITY for the purpose of PROVIDING FUNDS FOR THE AUTHORITY'S OPERATIONS AND CAPITAL BUDGETS at a rate not exceeding TWO (2) MILLS for each one dollar of valuation, which amounts to TWENTY CENTS (\$20) for each one hundred dollars of valuation, for a period of FOUR (4) YEARS COMMENCING WITH TAX YEAR, 1986.</p> <p>FOR THE TAX LEVY <input type="radio"/></p> <p>AGAINST THE TAX LEVY <input type="radio"/></p>	

Appendix  
Page 140

- H. Complete the Ballot Summary

BALLOT SUMMARY	
<b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b>	
<p>A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)</p> <p>( 400 minus 1 ) + 1 = 400</p> <p>Ending No. Starting No.</p>	<p><b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b></p> <p>D. Number of ballots tabulated: 406</p> <p>(include absent voter ballots if processed in precinct):</p> <p>E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: 0</p> <p>F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14</p> <p>G. Number of ballots used by election inspectors for ballot duplications: 5</p> <p>H. Number of PROVISIONAL "envelope" ballots issued: 1</p> <p>I. Number of <b>UNUSED BALLOTS</b> (excess ballots):</p> <p>400 minus 349 + 1 = 52</p> <p>Ending No. of Unused Ballots Starting No. of Unused Ballots</p>
<p>C. Total of Lines A &amp; B: = 478</p>	<p>J. Total of Lines D, E, F, G, H and I: = 478</p>
<p>↑ THESE TOTALS MUST AGREE ↑</p> <p>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</p>	

- I. Secure ballots in approved container and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book. Ensure that the seal number is attested to by two inspectors representing different political parties.

**Materials that are secured in the approved ballot container include:**

- Used (voted) ballots
- Unused ballots
- Spoiled and Defective Ballots Envelope
- Original Ballots Envelope

## Approved Seals

Padlock



Spring Lock



Easy Twist



Flat Metal with Horseshoe



Lead Wire

Pull Tite



Chamber Lock

NOTE: Traditional canvass **ballot bags** are not approved for the storage and security of ballots under the 30-day post election State security period as required under the provisions of Michigan election law. In the event of a recount, ballots that are secured in a ballot bag alone may not be recounted.

J. Complete the Certificate of Election Inspectors (multiple formats available).

**CERTIFICATE OF ELECTION INSPECTORS**

**WE CERTIFY THE FOLLOWING:**

☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☒ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): 407

☒ The number of ballots tabulated is: 406

☒ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☒ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☒ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☒ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☒ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.

☒ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☒ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

**BALLOT SUMMARY**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

(400 minus 1) + 1 = 400

Ending No. Starting No.

B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) 78

C. Total of Lines A & B: = 478

**NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:**

D. Number of ballots tabulated: (include absent voter ballots if processed in precinct): 406

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14

G. Number of ballots used by election inspectors for ballot duplications: 5

H. Number of PROVISIONAL "envelope" ballots issued: 1

I. Number of UNUSED BALLOTS (excess ballots):

(400 minus 349) + 1 = 52

Ending No. of Unused Ballots Starting No. of Unused Ballots

J. Total of Lines D, E, F, G, H and I: = 478

**THESE TOTALS MUST AGREE**

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

☒ By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal NO. 12345

☒ We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal NO. 82821

☒ Steve Smith Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

☒ Bob Sharp Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

<input checked="" type="checkbox"/> <u>Sally Jones</u> 555-1212	<input checked="" type="checkbox"/> <u>Steve Smith</u> 555-2093
<input checked="" type="checkbox"/> <u>Jimmy Anderson</u> 555-1234	<input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501
<input checked="" type="checkbox"/> <u>Sandy Hughes</u> 555-8728	

**WHITE COPY TO LOCAL CLERK**

Appendix  
Page 141

**OPTICAL SCAN STATEMENT OF VOTES (continued)**

WARD/PRECINCT: 1 JURISDICTION: ACME DATE OF ELECTION: 11/7/07

**3 CERTIFICATE OF ELECTION INSPECTORS**

**WE CERTIFY THE FOLLOWING:**

☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☒ The number of voters according to this Poll Book is: 407

☒ The number of ballots tabulated is: 406

☒ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☒ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☒ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☒ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☒ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.

☒ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☒ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

**4**

**By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal no. 12345**

**We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no. 82821**

☒ Steve Smith Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

☒ Bob Sharp Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

<input checked="" type="checkbox"/> <u>Sally Jones</u> 555-1212	<input checked="" type="checkbox"/> <u>Steve Smith</u> 555-2093
<input checked="" type="checkbox"/> <u>Dobby Emery</u> 555-1824	<input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501
<input checked="" type="checkbox"/> <u>Sandy Paul</u> 555-8912	
<input checked="" type="checkbox"/> <u>Scott Gail</u> 555-3444	
<input checked="" type="checkbox"/> <u>Steve Smith</u> 555-8912	
<input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501	

**WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES," DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.**

**RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS**

Appendix  
Page 143

Appendix  
Page 139

L. Prepare the special envelopes for return

**Envelope #1** (Addressed to County Clerk):

- Poll Book
- Statement of Votes
- QVF Precinct List (if required)
- List of Delegates Elected (Even numbered year primary elections only)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and Initialed by two Inspectors.

<b>PLACE IN THIS ENVELOPE 1</b>  ✓ <b>ONE (1) POLL BOOK</b> <small>(Attach Tabulator Tape and Proposal Language (if any) to White Copy of Statement of Votes (Sections 1 &amp; 2) in Back of Poll Book.)</small>  ✓ <b>ONE (1) LIST OF DELEGATES ELECTED</b>  ✓ <b>QVF - LIST OF VOTERS (If Required)</b>  _____ <small>(Date of Election)</small>  _____ <small>(Name of Jurisdiction)</small>  _____ <small>(Ward/Precinct)</small>  COUNTY OF _____, MICHIGAN	<b>CLERK'S RECORD ONLY DESTROY AFTER</b>  _____ <small>(Date)</small>
--	--

**TO: COUNTY CLERK**

★ ★ ★ ★ ★ ★ ★ ★ — — — — —

**Envelope #2** (Addressed to Board of County Canvassers):

- Statement of Votes

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and Initialed by two Inspectors.

<b>PLACE IN THIS ENVELOPE 2</b>  ✓ <b>ONE (1) STATEMENT OF VOTES</b> <small>(With Tabulator Tape and Proposal Language (if any) Attached.)</small>  _____ <small>(Date of Election)</small>  _____ <small>(Name of Jurisdiction)</small>  _____ <small>(Ward/Precinct)</small>  COUNTY OF _____, MICHIGAN	<b>CLERK'S RECORD ONLY DESTROY AFTER</b>  _____ <small>(Date)</small>
---	--

**TO: \_\_\_\_\_ BOARD OF CANVASSERS**  
(County or Local)

★ ★ ★ ★ ★ ★ ★ ★ — — — — —

Michigan Election Resources  
Form No. 508

**Envelope #3** (Addressed to Local Clerk):

- Statement of Votes (with zero tape attached)
- AutoMARK Test Ballot
- Applications to Vote on spindle
- Address Change forms
- Authorization to Cancel forms
- Notes regarding election day activities.
- QVF Precinct List (if required)

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>PLACE IN THIS ENVELOPE 3</b> ✓ <b>ONE (1) STATEMENT OF VOTES</b> <small>(With Tabulator Tape and Proposal Language (if any) Attached)</small> ✓ <b>APPLICATIONS TO VOTE</b> ✓ <b>ZERO TOTALS TAPE</b>  <small>(Date of Election)</small> _____ <small>(Name of Jurisdiction)</small> _____ <small>(Ward/Precinct)</small> _____ <small>COUNTY OF _____ MICHIGAN</small></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><small>CLERK'S RECORD ONLY DESTROY AFTER</small> <small>(Date)</small></div>
<h2 style="margin: 0;">TO: LOCAL CLERK</h2> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"><div style="border-top: 1px dashed black; width: 100%;"></div><div style="display: flex; gap: 5px;"><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div></div></div>	

**AV Envelope** (Addressed to Local Clerk):

- Absentee Ballot Applications to Vote
- Absentee Ballot Return Envelopes
- Absentee Ballots surrendered by voters who voted in person

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two Inspectors.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>PLACE IN THIS ENVELOPE A.V.</b> ✓ <b>ABSENT VOTER APPLICATIONS</b> ✓ <b>ABSENT VOTER ENVELOPES</b> <small>(Opened and Unopened)</small> ✓ <b>LIST OF ABSENT VOTERS</b>  <small>(Date of Election)</small> _____ <small>(Name of Jurisdiction)</small> _____ <small>(Ward/Precinct)</small> _____ <small>COUNTY OF _____ MICHIGAN</small></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><small>CLERK'S RECORD ONLY DESTROY AFTER</small> <small>(Date)</small></div>
<h2 style="margin: 0;">TO: LOCAL CLERK</h2> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"><div style="border-top: 1px dashed black; width: 100%;"></div><div style="display: flex; gap: 5px;"><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div><div style="width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div></div></div>	

HHS Michigan Precinct Resources  
Form No. 871

**Provisional Ballot Storage Envelope (Addressed to Local Clerk):**

- Provisional Ballot Security Envelopes containing Provisional Envelope Ballots
- Four-Step Provisional Ballot forms

<b>PLACE IN THIS ENVELOPE</b> <small>(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT.)</small> Provisional Ballot Instruction Forms Voter Registration Applications Provisional Ballot Security Envelopes  _____ <small>(Date of Election)</small>  _____ <small>(City, Township, Village or School District)</small>  _____ <small>(Ward/Precinct)</small>  COUNTY OF _____, MICHIGAN	<b>PROVISIONAL BALLOT STORAGE ENVELOPE</b>
	<b>TO: LOCAL CLERK</b>

M. Two inspectors of different political parties deliver materials to local clerk or Receiving Board.

## **TOPIC 11: CHECKS AND BALANCES**

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The following tasks must be completed by two election inspectors who have expressed a preference for different political parties:

### **1. Offering instructions to voters after they have entered the voting station**

- After giving the needed instruction, the 2 inspectors must leave the voting station and allow the voter to vote in private.

### **2. Assisting voters in marking their ballots**

- A complete record of the matter must be made in the remarks section of the Poll Book.

### **3. Processing absentee ballots in the polling location**

- To protect the voter's right to a secret ballot, absentee ballots should always be processed in multiples and by at least two inspectors representing different political parties. The inspector who is responsible for recording the voter's information should not be the same inspector who is responsible for removing the ballot from the secrecy sleeve and depositing it into the tabulator.

### **4. Duplicating absentee ballots rejected by the tabulator**

- Absentee ballots rejected by the tabulator for false reads throughout the day should be deposited in the auxiliary bin for retrieval after the close of the polls. Never duplicate ballots until after the polls have closed!

### **5. Recording write-in votes**

- Write-In votes are tallied in the Poll Book using a reader-tallier process. One inspector reads the votes while another inspector representing a different political party records the votes.

### **6. Sealing ballot containers**

- Secure ballots (used, unused, original ballots envelope and spoiled ballots envelope) in the approved container(s) and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of both inspectors are required – one inspector to certify that the container is properly sealed and that the seal number was properly recorded and a second inspector to verify the proper sealing and recording of the seal number.

### **7. Preparing and sealing the special envelopes for return**

- The following envelopes must be sealed with a red paper seal and attested to by two inspectors of different political party affiliations: #1 envelope (County Clerk), #2



envelope (Board of County Canvassers), #3 envelope (Local Clerk), A.V. envelope (Local Clerk), and Provisional Ballot Storage envelope (Local Clerk).

## **8. Removing and sealing the tabulator program and AutoMARK program for return**

- The program cards/memory packs for the tabulator and AutoMARK (if removed on election night) must be secured in an approved ballot container.
- The number on the seal used to seal the ballot container must be recorded on the ballot container certificate, the Statement of Votes, and the Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of both inspectors are required.

## **9. Delivering the ballot container(s) and envelopes to the local clerk or receiving board.**

- The ballot container(s) and special envelopes must be delivered to the local clerk immediately following the completion of the precinct canvass.

## **10. Correcting precinct canvass mistakes discovered by the receiving board.**

- The two inspectors who delivered the materials to the receiving board must correct the following mistakes: ballot container not properly sealed and recorded, discrepancy in the Poll Book or Statements of Votes, and/or election materials inadvertently sealed in the ballot container.
- Please see “**Topic 12 – Receiving Boards**” for complete instructions.

## **11. Removing ballots from the tabulator bin before the polls have closed.**

- Ballots that must be removed from the tabulator bin during the course of an election must be placed into an approved ballot container (in full view of the processing area). The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.
- A complete record of the matter must be made in the Remarks section of the Poll Book.

## **12. Physical count of ballots if ballot summary does not balance.**

- If the total number of ballots tabulated is more than the total number of voters recorded in the Poll Book and if reconciling the poll lists does not solve the discrepancy, a physical count of the ballots tabulated is required.

## TOPIC 12: RECEIVING BOARDS

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### 1. The Establishment of Receiving Boards

The legislative body of a city, township or village may, by resolution, provide that one or more boards of election inspectors be appointed to serve as receiving boards. (MCL 168.679a)

- Appointments are made by the local election commission.
- Not less than 2 inspectors per board.
- Equal number from each major political party.

### 2. Delivery of Ballot Container and Envelopes

Not less than 2 inspectors, representing each of the major political parties, shall deliver:

- Sealed ballot container.
- Sealed envelope(s) containing the Poll Book and Statements of Votes.
- Optional: 1) Sealed Provisional Ballot Security Envelopes and Four-Step Procedure forms, and 2) tabulator and AutoMARK memory units.

### 3. Responsibilities

The board is responsible for opening the sealed envelope(s) and reviewing the Poll Book and Statements of Votes to verify the following:

- A. The ballot container is properly sealed and that the seal number is properly recorded in the Poll Book and Statement of Votes.
  - If **not properly sealed or recorded**, the receiving board and the 2 inspectors who made the delivery shall together take the necessary steps to correct the discrepancy.
  - The inspectors and receiving board members shall note the discrepancy and the corrective action taken in the remarks section of the Poll Book and shall sign the notation.
- B. The number of voters according to the Poll Book equals the total number of ballots tabulated according to the Statement of Votes.
  - If the number of voters **does not equal** the number of ballots counted and the discrepancy is not explained in the remarks section, the receiving board shall:
    - Question the inspectors regarding the discrepancy.
    - Note the explanation in the remarks section.

- The inspectors and receiving board members shall sign the notation.
- C. If the Poll Book or Statement of Votes are inadvertently sealed in the ballot container, the following steps must be taken:
  - The inspectors may open the container and remove the Poll Book or Statements of Votes.
  - The inspectors and receiving board members shall note the corrective action in the remarks section and shall immediately sign the notation (before placing the Poll Book or Statements of Votes into a separate sealed envelope).
  - If the Statement of Votes is sealed in the ballot container and the Poll Book is sealed in an envelope, the notation is made in the Poll Book before placing the Poll Book and Statement of Votes into a separate envelope.
  - The receiving board shall notify the clerk of the board of canvassers (County Clerk) of the corrective action taken.
- D. After completing the above, the receiving board shall place the Poll Book and Statement of Votes into the appropriate envelopes, which are then sealed with a red paper seal that is initialed by the receiving board members.
- E. If permitted by the County Clerk, the Poll Book and Statements of Votes for more than one precinct may be included and delivered in a single envelope.

#### **4. Receiving Board Checklist**

##### **A. Clerk's Preparation Certificate**

- Verify that the Clerk's Preparation Certificate is completed and signed.

##### **B. Election Inspectors' Preparation Certificate**

- Verify that the Election Inspectors' Preparation Certificate is completed and signed by all inspectors present at the opening of the polls.

##### **C. Oaths of Office**

- Verify that all inspectors present at the opening of the polls subscribed to the Constitutional Oath of Office
- Verify that there is an Oath of Office on file for all replacement inspectors and/or "split board" members.
- Verify that the person who administered each oath signed in the designated area.

##### **D. List of Voters Section**

- Verify that “spoiled,” “affidavit,” “envelope,” “challenged,” and “AV” ballots are properly noted.
- Verify that no lines were skipped.

#### E. Write-In Tally

- Verify that write-in votes for “declared” write-in candidates are properly recorded and include the required information, i.e. for a primary – name, office, and political party; for a general election – name and office.
- Verify that the total number of votes recorded equals the write-in tally.
- Verify that a notation indicating that no write-in votes were cast, if applicable.

#### F. Challenged Voter Section:

- Verify that a complete record of all voter challenges and challenges to procedures are properly documented.
- Verify a notation indicating that no challenges were made, if applicable

#### G. Remarks Section

- Verify that all notations are clearly stated.
- Verify that notations regarding election worker replacements or departures were documented, if applicable.
- If the ballot container was opened during the course of the election, verify that this - event was properly documented.
- Verify that if the tabulator become inoperable during the course of the election, that a complete record of this fact was documented. Documentation should include: 1) time the tabulator was taken out of commission, 2) total number of ballots counted at that time, 3) time the tabulator was returned to service, and 4) any other information that might be deemed necessary.
- Verify that any other unusual events are thoroughly documented.

#### H. Certificate of Election Inspectors

- Verify that the number of voters reported equals the number of voters whose names are listed in the Poll Book. (Include absent voters if processed in the precinct.)
- Verify that the number of ballots counted equals the public counter total and totals tape.
- Verify that the remaining tasks that are listed at the top of the page are checked.

#### I. Ballot Summary

- Verify that the ballot summary is completed.
- Verify that the total of lines A & B equals the total of lines D, E, F, G, H and I.
- If discrepancies are noted but are not clearly explained in the remarks section, work with the election inspectors to clarify the explanations.
- If corrections are required, document the corrective actions taken. All notations must be signed by the inspectors and receiving board members.

#### J. Seal Certification

- Verify that the seal number used to seal the ballot container(s) is properly recorded and attested to by two election inspectors of different political parties.
- Verify that the ballot container is properly sealed and that a ballot container certificate is attached.

#### K. Ballot Container Certificate

- Verify that the certificate is dated and signed by two election inspectors of different political party affiliations.
- Verify that the certificate contains a record of the seal number that was used to seal the container and that the number agrees with the number of the seal found on the container.
- If a “dual” seal ballot container was used, verify that both seal numbers are properly recorded and attested to. (NOTE: Depending upon the design of the container, it may be required that the “back” door be semi-permanently sealed and documented by the clerk.)



L. If the program was removed from the tabulator and/or the AutoMARK device:

- Verify that the seal number used to seal the container used to transport the program is properly recorded.
- Verify that the certificate is dated and signed by two election inspectors of different political party affiliations.
- Verify that the certificate contains a record of the seal number that was used to seal the container and that the number agrees with the number of the seal found on the container.

M. Verify that all inspectors who were present at the close of the polls signed the completed certificate

- Verify that the Poll Book contains a completed Oath of Office for each inspector who signed the certificate.
- If discrepancies exist, check the remarks section for an explanation.
- NOTE: If a “split” board was used, inspectors who served at the opening of the polls, who were not present at the close of the polls, should not sign the Certificate of Election Inspectors or Statements of Votes.

N. Statements of Votes – A minimum of 3 copies are required. Verify that each copy contains the following 5 items:

- Totals Tape signed by all inspectors present at the close of the polls. (NOTE: The Totals Tape attached to the Statement of Votes addressed to the local clerk should contain the “zero” report tape that was generated prior to the opening of the polls. This tape should also be signed by all inspectors who were present prior to the opening of the polls.)
- Complete text of any proposals that appeared on the ballot.
- Total number of valid write-in votes received by all “declared” write-in candidates. (NOTE: Entries should reflect names as recorded by voters.)
- Record of the seal number used to seal the ballot container, attested to by 2 inspectors of different political party affiliations.
- Signatures of all inspectors who were present at the close of the polls.

## **5. Preparing Returns for Distribution**

### **A. Prepare the #1, #2, and #3 envelopes for delivery**

- #1 Envelope – Addressed to the County Clerk, contains: Poll Book and 1 copy of the Statement of Votes
- #2 Envelope – Addressed to the County Board of Canvassers, contains: 1 copy of the Statement of Votes
- #3 Envelope – Addressed to the Local Clerk, contains: 1 copy of the Statement of Votes with “zero” tape and “totals” tape and the Applications to Vote

### **B. All 3 envelopes must be sealed using a “red paper” seal that is signed by the members of the receiving board and dated.**

## **TOPIC 13: SPLIT PRECINCTS**

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A split precinct is one in which two or more ballot styles are issued. The particular ballot style that is issued to each voter is based upon the voters place of residence and the offices and or proposals involved. Ballot styles are differentiated via an alpha designation, i.e., City of Acme, Precinct 1A and City of Acme, Precinct 1B. Color coding is sometimes used in addition to this naming convention to distinguish between the various ballots styles to be issued with a precinct.

To further illustrate, the following discussion are based on a variety of elections in which school candidates or issues appear on the ballot.

### **1. School district wholly contained within a single city or township**

- The election results are canvassed and certified by the County Board of Canvassers, or
- The election results are canvassed and certified by the city or township Board of Canvassers, if one is established

### **2. School district contained in more than one city or township but in one county**

- The election results are canvassed and certified by the County Board of Canvassers

**EXAMPLE:** A county wide issue will appear on the ballot along with a special school millage issue which will affect only a portion of the voters in the precinct. While all of the voters in Precinct 1 qualify to vote on the countywide issue (Ballot Style A), a portion of the voters are also entitled to vote on both issues (Ballot Style B).

To account for all ballots delivered to the precinct, the following options are available:

#### **OPTION A: Split Precinct Ballot Summary**

- The names of all voters are recorded in a single Poll Book. An alpha designation is used to identify the specific ballot style issued to each voter i.e., 1A or 1B.
- All ballots delivered to the precinct are accounted for using a special split precinct ballot summary which is specifically designed to account for multiple ballot styles.
- The Poll Book and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.



**BALLOT SUMMARY**

<p><b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b></p> <p>A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)</p> <p>a. <math>\frac{\text{Ending No.} - \text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>b. <math>\frac{\text{Ending No.} - \text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) _____</p> <p>C. Total of Lines A &amp; B: _____</p>	<p><b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b></p> <p>D. Number of ballots tabulated (include absent voter ballots if processed in precinct): _____</p> <p>E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____</p> <p>F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): _____</p> <p>G. Number of ballots issued by election inspectors for ballot duplications: _____</p> <p>H. Number of PROVISIONAL "envelope" ballots issued: _____</p> <p>I. Number of <b>UNUSED BALLOTS</b> (excess ballots):</p> <p>a. <math>\frac{\text{Ending No.} - \text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>b. <math>\frac{\text{Ending No.} - \text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>J. Total of Lines D, E, F, G, H and I: _____</p>
---	--

**THESE TOTALS MUST AGREE**

**CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.**

Appendix  
Page 145

### OPTION B: Addendum Ballot Summary

- The names of all voters are recorded in a single Poll Book. An alpha designation is used to identify the specific ballot style issued to each voter i.e., 1A or 1B.
- All A ballots are accounted for in the ballot summary located in the back of the Poll Book.
- All B ballots are accounted for in an Addendum Ballot Summary that is inserted into the Poll Book. A separate ballot summary must be completed for each additional ballot style.

**ADDENDUM BALLOT SUMMARY**

Regular or Special \_\_\_\_\_

Held On \_\_\_\_\_, 20\_\_\_\_ in the \_\_\_\_\_

Month and Date      Year      Ward/Precinct

City/Twp. of \_\_\_\_\_

City or Township

School District of \_\_\_\_\_

School District

County of \_\_\_\_\_, State of Michigan

County

BALLOT SUMMARY	
<p><b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b></p> <p>A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)</p> <p><math>\frac{\text{(Ending No.)} - \text{(Starting No.)}}{\text{minus}} + 1 =</math> _____</p> <p>B. Number of absent voter return envelopes received by board: (Enter "0" if absent voter ballots not processed in precinct) _____</p> <p>C. Total of Lines A &amp; B: _____</p>	<p><b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b></p> <p>D. Number of ballots tabulated: _____</p> <p>E. Number of ballots reissued to voters who spoiled their ballot: (Spoiled or defective ballots for which a new ballot was issued and tabulated) _____</p> <p>F. Number of ballots which were used by election inspectors for duplications: _____</p> <p>G. Number of provisional "envelope" ballots issued: _____</p> <p>H. Number of ballots which were not issued: <math>\frac{\text{(Ending No.)} - \text{(Starting No.)}}{\text{minus}} + 1 =</math> _____</p> <p>I. Number of absent voter return envelopes received which did not contain a ballot: (Enter "0" if absent voter ballots not processed in precinct) _____</p> <p>J. Total of Lines D, E, F, G, H and I: _____</p>

**THESE TOTALS MUST AGREE**

**CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF POLL BOOK.**

UPON COMPLETION, INSERT THIS ADDENDUM BALLOT SUMMARY INTO BACK OF POLL BOOK.

Appendix  
Page 144

- The public counter on the tabulator will reflect ALL ballots tabulated. Therefore, the total number of A and B ballots issued, as reflected in each ballot summary, must be added together to verify this count.

**NOTE:** See the equipment specific “Election Inspectors’ Guide” for the type of tabulator used in your precinct to determine if the totals tape WILL distinguish between ballot styles.

- The total number of voters recorded on the Certificate of Election Inspectors, located in the Poll Book, must include all voters who were issued a ballot within the precinct regardless of the ballot style.
- The Poll Book (with Addendum Ballot Summary inserted) and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.

### **3. School district contained in more than one county**

- The election results are canvassed and certified by the County Board of Canvassers of the county in which the greatest number of registered voters of the school district reside
- Certification of the votes cast in any partial counties is forwarded to the Boards of Canvassers of those counties
- If more than one County Board of Canvassers is responsible for canvassing the returns, a separate copy of the Poll Book must be prepared for each Canvassing Board involved.

As an alternative, if a Receiving Board is authorized by the local legislative body, the members of the receiving board may photocopy the Poll Book for delivery to the additional County Board of Canvassers. As another option, if a copier is present within the processing area of the precinct, the Poll Book may be copied by the board of election inspectors following the close of the polls.

**EXAMPLE:** A county wide issue will appear on the ballot along with a special school millage issue which will affect only a portion of the voters in the precinct. The majority of the registered voters within the school district reside in the neighboring county. While all of the voters in Precinct 1 qualify to vote on the countywide issue (Ballot Style A), a portion of the voters are also entitled to vote on both issues (Ballot Style B).

To account for all ballots delivered to the precinct, the following options are available:

#### **OPTION A: No Receiving Board - Addendum Poll Book (Dual Entry Required)**

- The names of all voters are recorded in the Poll Book. An alpha designation is used to identify the specific ballot style issued to each voter i.e., 1A or 1B. In addition, the name of each voter that was issued a B ballot is recorded in the Addendum Poll Book which will be delivered to a second canvassing board. It is important to note that each canvassing board must have a complete list of the voters that were issued a ballot containing the office(s) and/or proposal(s) that they are responsible for canvassing.



**OPTION B: Receiving Board – Traditional Poll Book with Split Precinct Ballot Summary or Traditional Poll Book with Addendum Ballot Summary (Dual Entry Not Required)**

- The names of all voters are recorded in the Poll Book. An alpha designation is used to identify the specific ballot style issued to each voter i.e., 1A or 1B.
- All ballots are accounted for in the split precinct ballot summary located in the back of the Poll Book or as an alternative, the B ballots may be accounted for in a separate Addendum Ballot Summary which is inserted into the Poll Book.
- The total number of voters, to record in the Certificate of Election Inspectors located in the original Poll Book, must include both A and B ballot voters.
- The public counter on the tabulator will reflect ALL ballots tabulated. Therefore, the total number of A and B ballots issued, as reflected in each ballot summary, must be added together to verify this count.

**NOTE:** See the equipment specific “Election Inspectors’ Guide” for the type of tabulator used in your precinct to determine if the totals tape WILL distinguish between ballot styles.

- The total number of voters recorded on the Certificate of Election Inspectors, located in the Poll Book, must include all voters who were issued a ballot within the precinct regardless of the ballot style.
- The Poll Book (with Addendum Ballot Summary inserted, if used) and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the Receiving Board.
- The Receiving Board will prepare a copy of the Poll Book (with Addendum Ballot Summary, if used) and Statements of Votes and secure them into separate envelopes addressed to the County Clerk and County Board of Canvassers of the neighboring county.

## TOPIC 14: ABSENT VOTER COUNTING BOARDS

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An absent voter counting board is a precinct that is established by the election commission of a city, township, or village for the purpose of processing and counting absent voter ballots.

### 1. Oath of Office

An election inspector appointed to a counting board, a challenger, or any other person in attendance at a counting place at any time after the processing of ballots has begun must take and sign the following oath:

“I (name of person taking oath) do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.”

The completed oaths are delivered to the clerk in an envelope which has been sealed with a red state seal

<b>ABSENT VOTER COUNTING BOARD AFFIDAVIT</b>	
State of Michigan	
County of _____	
City, Township or School District of _____	
Counting Board Precinct No. _____	
Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close at 8:00 p.m..	
<b>I do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.</b>	
SIGNATURES OF PERSONS TAKING OATH:	
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
Taken, subscribed and sworn to before me this _____ day of _____	
20 _____	
X _____	
Signature of Chairperson or Member of Counting Board Administering Oath	
<small>NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.</small>	
<small><b>WARNING:</b> A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on election day is guilty of a felony.</small>	
<b>INSPECTOR: Please return this form in Local Clerk Envelope.</b>	

## 2. Prohibition - Sequestration

A person in attendance at a counting place after the counting has begun is not permitted to leave the counting place until the polls close at 8:00 p.m. A person who discloses an election result or in any manner characterizes how any ballots being counted have been voted before 8:00 p.m. is guilty of a felony.

As an *exception* to the above, a local election official who established the counting board, a deputy or employee of the local election official, or an employee of the State Bureau of Elections may enter and leave a counting place after the counting has begun but before the polls close. Such persons may enter a counting place only for the purpose of responding to an inquiry from an election inspector or a challenger or to provide instructions on the operation of the counting board.

## 3. Cell Phones Not Permitted in Absent Voter Counting Boards

Election inspectors appointed to serve in absent voter counting boards may not use or be in possession of a cellular phone during the sequestration period. The same policy applies to any challengers or polls watchers appointed to observe absent voter counting boards. The enforcement of this policy is critical to the integrity of the absent voter counting board process.

## 4. Processing Absent Voter Ballots

The work performed by a counting board can begin as early as 7:00 A.M. on election day and is divided into two separate tasks, 1) **processing** absent voter ballots and absent voter ballot applications, and 2) **counting** the vote. The procedures involved in counting the votes will vary with the voting equipment used.

### Processing

All valid ballots received by the clerk prior to election day will be delivered to the absent voter counting board upon the commencement of the board's work along with the corresponding absent voter ballot applications. Absent voter ballot applications for ballots which have not been returned by voters are retained by the clerk and are not delivered to the counting board. The processing of absent voter ballots is divided into three steps as explained below.

While the processing steps may be tailored to meet administrative preferences, care must be taken to assure that the security measures built into the procedures are not compromised in any way.

**STEP 1** Materials: Absent Voter Counting Board Poll Book, absent voter ballot applications, and return envelopes.

- Verify that the clerks' record area of the return envelope was completed and that the return envelope was signed and dated by the voter. If the clerks' record area of the return envelope is incomplete, return the unopened envelope and the corresponding absent voter ballot application to the clerk for immediate correction. If the return envelope was not signed by the voter, return the unopened envelope and corresponding absent voter ballot application to the clerk for review. *Note: It is not necessary to return the envelope and corresponding*

*absent voter ballot application to the clerk if the date is missing in the voter signature area of the return envelope; if such omission is found, continue processing. A ballot returned to the clerk which does not bear the voter's signature will be resubmitted to the counting board if the clerk is able to obtain the missing signature prior to 8:00 p.m.*

- Check the return envelope to determine if the voter received assistance in voting the ballot. If a notation indicating that assistance was provided appears on the envelope, check the Remarks page of the Poll Book to ensure that the assistance was noted by the clerk. If necessary, note that assistance was provided to the voter on the Remarks page in the Poll Book. The note should include the name of the voter and the name of the individual who provided the assistance. Open the return envelope and continuing processing.

**STEP 2** Materials: opened return envelope and Absent Voter Counting Board Poll Book or "List of Absent Voters To Whom Ballots Were Mailed."

- Without exposing any votes, verify that the number on the ballot stub agrees with the ballot number recorded for the voter in the poll book or on the list. *If the ballot was returned in a secrecy envelope, the ballot and secrecy envelope may be removed from the return envelope to make the comparison. If the ballot was not returned in a secrecy envelope, first verify that the ballot was folded by the voter so that the votes are concealed before removing the ballot from the return envelope to make the comparison.* If the ballot numbers do **not** agree, and no explanation for the discrepancy can be found (e.g., voters residing in the same household have switched their ballots), the ballot must be processed as a "challenged ballot." (See "Challenge Procedure" below.) If the ballot numbers agree, continue processing.

***Special Conditions:*** If a ballot was not returned by the voter (the return envelope or secrecy envelope is empty), note the missing ballot(s) on the "remarks" page in the poll book. In making this notation, **do not** include the name of the voter involved. If the ballot was not returned in a secrecy envelope, without exposing any votes, place the ballot in a secrecy envelope provided by the clerk for this purpose. If the ballot does not require a secrecy envelope but is not folded so that votes are concealed, without exposing any votes, properly refold the ballot(s).

- Mark or highlight the name of the voter in the poll book or on the list and continue processing. Set the return envelope aside for later delivery to the clerk.

**STEP 3** Materials: secrecy envelope with ballot enclosed or ballot(s) folded with votes concealed.

- Remove the numbered ballot stub(s). Once removed from the ballot(s) the stub(s) may be discarded or retained for audit purposes at the discretion of the counting board. Deposit the secrecy envelope containing the ballot or the folded ballot(s) into a locked ballot container (if one was provided) or otherwise secure the ballot for counting. *Do not remove the voted ballot from the secrecy envelope or unfold the ballot(s) at this time.*

## **5. Maintaining Ballot Secrecy**

To ensure the secrecy of all votes cast, it is recommended that the processing of several return envelopes and applications be delayed until after 8:00 p.m. This will allow a ballot that is received by the clerk just prior to 8:00 p.m. to be intermingled by the counting board with other

ballots during processing and counting. This will, in effect, preserve the secrecy of the last ballot delivered to the counting board for processing and counting.

## **6. Ballots Received After Processing Begins**

All valid absent voter ballots received by the clerk through 8:00 p.m. on election day will be delivered to the counting board with the corresponding absent voter ballot applications immediately upon receipt. It is the responsibility of the counting board to record the date of return in the poll book or on the list for each additional absent voter ballot received by the clerk and delivered to the board on election day.

## **7. Emergency Requests**

In emergency situations only, a voter may apply for an absent voter ballot as late as 4:00 p.m. on election day. If an emergency application is received by the clerk, the counting board will be instructed to make the necessary entries in the poll book or on the list that would otherwise be completed by the clerk. Once the necessary entries are made, the application must be returned to the clerk to await the return of the ballot. If the requested ballot is voted and returned to the clerk by 8:00 p.m., the clerk will record the date of the return on the corresponding application and deliver both the return envelope and completed application to the counting board; the counting board must then record the date of return in the poll book or list.

## **8. Challenge Procedure**

If an absentee ballot being processed in the counting board is challenged, the ballot is identified as described below:

- Write the word “CHALLENGED” across the face of the ballot return envelope.
- Write the number appearing on the voter’s ballot in pencil on the back of the ballot.
- Conceal the number with a piece of Post-It brand tape. If this tape is not available, conceal the number with a small slip of paper. Use transparent tape to affix the paper over the number.
- Make a notation of the challenge in the poll book on the page labeled “Challenged Voters.” The notation must include the time that the challenge was made, the name of the challenger, the name of the challenged voter, the voter’s address and telephone number, and the reason for the challenge.

## **9. Rights of Challengers**

Election challengers may be appointed by political parties and qualified interest groups to observe absent voter counting boards. (Each political party and qualified interest group is permitted to appoint one challenger per absent voter counting board.) A challenger serving in an absent voters’ counting place has the right to challenge an absent voter ballot if the challenger has reason to believe that the person who voted the ballot is not qualified to vote. A challenger has the right to challenge the actions of the board members operating the counting place if the challenger believes that election law is not being followed. An official challenger:



- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election.
- May observe all procedures being carried out.
- May bring to the board's attention the improper handling of a ballot by a board member.
- May inspect the absent voter ballot applications, poll books, or any other materials used by the board. (When exercising this right, challengers may **not** touch the materials.)
- May inspect the ballots as they are being counted. (When exercising this right, challengers may **not** touch the ballots.)
- May keep notes on the board's actions.

***Credentials:*** A challenger must have in his or her possession a “challenger card” issued by the party or organization he or she represents. Upon entering the counting place, the challenger must show the card to the chairperson of the board. It is recommended that a challenger also wear a badge which bears the words “ELECTION CHALLENGER.”

***Conduct:*** Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the counting place for unnecessarily obstructing or delaying the work of the board; touching ballots, election materials or tabulation equipment; or acting in a disorderly manner.

***Restriction:*** A candidate for any elective office in the election may not serve as a challenger. EXCEPTION: At an August primary, a candidate for county convention delegate may serve as a challenger in an absent voter counting board other than the board responsible for processing or counting the ballots cast in his or her precinct.

## **10. Ballot Security**

All ballots counted must be placed under proper security. Under the Rules for Electronic Voting Systems all ballots that are electronically counted must be sealed in an approved ballot container where they will remain for 30 days after the official canvass and certification of the election results. The security period is extended if a recount is in progress, a defect in the ballot or ballot count programming or equipment is being investigated, if ordered by the court, or if prescribed by the Secretary of State.

## TOPIC 15: PRECINCT DELEGATES

### 1. Declaration of Intent Requirement

- An individual who wishes to seek a precinct delegate position with write-in votes is required to file a "Declaration of Intent" with the city or township clerk by 4:00 p.m. on the Friday preceding the August primary. **As an alternative, such candidates may file a Declaration of Intent with their board of election inspectors on the date of the August primary anytime prior to the close of the polls.**

<b>PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT</b>			
_____ (NAME OF CITY OR TOWNSHIP)			
<small>As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.</small>			
Name _____ <small>(Print or Type)</small>			
Residence Address _____ <small>(Street Address)</small>		_____ <small>(Post Office)</small>	
_____ <small>(Zip Code)</small>			
<input type="checkbox"/> City or <input type="checkbox"/> Township of _____			
I am registered and qualified to vote at this address: <input type="checkbox"/> Yes <input type="checkbox"/> No		Birth Date _____ / _____ / _____	
Home Phone (____) _____		Business Phone (____) _____	
DATE OF PRIMARY: _____ / _____ / _____			
OFFICE SOUGHT: Precinct Delegate.			
Precinct No. _____			
Political Party _____			
<small>By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate.</small>			
SIGNATURE OF WRITE-IN CANDIDATE: _____			
Subscribed and sworn to by _____		Name of Notary _____	
before me on the _____ day of _____, _____		Notary Public, State of Michigan, County of _____	
_____		My commission expires _____	
_____		Acting in the County of _____	
Signature of notary public _____			
<b>OFFICE USE ONLY</b>			
OFFICE CODE _____		DATE OF FILING _____ / _____ / _____	
RECEIVED BY _____			
<small>Revised 02/2007</small>			

Appendix  
Page 155

- The local clerk is responsible for notifying the precinct board of any precinct delegate write-in candidates who filed a Declaration of Intent.
- If an individual interested in seeking a precinct delegate position with write-in votes asks for a Declaration of Intent form on election day, provide the requested form.

- A write-in vote cast for a precinct delegate candidate who has not filed a Declaration of Intent **does not count**. Write-in votes which do not count are **not** considered when determining whether an “over vote” has occurred or whether a “cross over” vote has been cast at a partisan primary.
- The Declaration of Intent “waiver” **does not** apply to precinct delegate positions. (The Declaration of Intent waiver, applicable to all other offices on the ballot, is invoked if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election.)

## 2. Canvassing and Certifying Precinct Delegate Write-In Votes

The precinct delegate candidates who receive the highest number of votes for the available positions under each party column are elected. Candidates elected to precinct delegate positions are certified to the county clerk by the precinct board responsible for counting the ballots.

- Candidates elected to precinct delegate positions are the only candidates certified by precinct boards. In all other instances, candidates nominated or elected to office are certified by county or local canvassing boards.
- A tie vote for a precinct delegate position is resolved by the conduct of a drawing held under the direction of the county clerk.
- Precinct delegate elections are not subject to vote recounts. The results, certified by the precinct board, are considered final vote totals.

To canvass and certify the vote totals for precinct delegate positions, follow the procedure detailed below:

### A. Complete the front cover of the “Delegates Elected to County Convention” booklet

<p><b>DELEGATES ELECTED TO COUNTY CONVENTION</b></p> <p>— AT THE —</p> <p><b>PRIMARY ELECTION</b></p> <p>— HELD ON —</p> <p><b>TUESDAY, AUGUST 8, 2006</b></p> <p>In the _____ of the City / Township of _____  <small>(Ward/Precinct) (Circle One) (Name of City or Township)</small></p> <p>County of _____</p> <p><b>STATE OF MICHIGAN</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold; font-size: small;">ELECTION INSPECTOR INFORMATION</p> <ul style="list-style-type: none"> <li>Instructions for filling out this booklet begin on Page 1.</li> <li>Tally all write-in votes for declared delegate candidates in this booklet.</li> <li>Be sure that the “Certificate of Election Inspectors” on back is completed and signed by all inspectors.</li> <li>Place in envelope #1 to County Clerk marked “List of Delegates Elected”.</li> </ul> </div> <div style="text-align: center; margin-top: 10px;">  Michigan Election Resources Form No. 4020 </div>
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Appendix  
Page 156

- B. Print the name and registered address of each delegate candidate **appearing on the ballot** in the column intended for this purpose on the pages designated for the Republican and Democratic Party candidates. (This step may have already been completed by the clerk.)

[illegible][illegible]Appendix  
Page 158

- C. Tally the write-in votes received by each declared write-in delegate candidate and record the totals in the appropriate area designated in the booklet for each political party.

[illegible]Appendix  
Page 160



- H. Complete and sign the "Certificate of Election Inspectors" on the back page of the booklet. Place the booklet in Envelope #1 addressed to the County Clerk.

CERTIFICATE OF ELECTION INSPECTORS	
<b>STATE OF MICHIGAN</b>	
County of: _____	
City / Township of: _____ <small>(Circle One)</small>	
Ward / Precinct #: _____	
WE HEREBY CERTIFY that this is a correct statement and return of the votes cast for Delegate to the County Convention on the Republican and Democratic Party tickets. The candidates receiving sufficient votes are so indicated by a check mark and are declared elected by the undersigned Board of Election Inspectors.	
<b>X</b> _____ Chairperson Phone	<b>X</b> _____ Phone
<b>X</b> _____ Phone	<b>X</b> _____ Phone
<b>X</b> _____ Phone	<b>X</b> _____ Phone
<b>X</b> _____ Phone	<b>X</b> _____ Phone
<b>X</b> _____ Phone	<b>X</b> _____ Phone
BOARD OF ELECTION INSPECTORS Signed this _____ day of August, 2006	
PLACE THIS BOOKLET IN ENVELOPE #1 TO COUNTY CLERK MARKED "LIST OF DELEGATES ELECTED." (INCLUDE COPIES OF ANY "PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT" FORMS WHICH WERE FILED IN PRECINCT.)	

## TOPIC 16: “WHAT IF” SCENARIOS

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The following “WHAT IF” scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on election day. It is important to note that regardless of the situation, the **polls must remain open for voting**.

### 1. Ballot Jam - AutoMARK Voter Assist Terminal

When removing the jammed ballot, it is important that the secrecy of the ballot be maintained. Attempt to remove the ballot, using as much discretion as the severity of the jam will allow, by following these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **EJECT BALLOT** on the Main Menu Screen.
- C. Instruct the voter to place his or her secrecy sleeve over the voted ballot.

**NOTE:** If the ballot is ejected after Step 2, instruct the voter to place his or her secrecy sleeve over the voted ballot. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot does not eject after Step 2, continue with the steps below.

- D. Pull the Touch Screen Monitor toward you and lift open the top lid to reveal the tray located inside the recessed area.
- E. Push in the tabs located on each side of the tray and lift the tray out.

**NOTE:** If the ballot is located in Step 5, cover the ballot with the voter’s secrecy sleeve and remove it for the voter’s review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step 5, continue with the steps below.

- F. Locate the rear panel and push the panel tab toward the center of the AutoMARK to remove.

**NOTE:** If the ballot is located in Step 6, cover the ballot with the voter’s secrecy sleeve and remove it for the voter’s review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step 6, contact your local clerk for further instruction.

*\*The steps detailed above are located in the “Election Inspectors’ Guide to the AutoMARK Voter Assist Terminal.”*

## 2. AutoMARK Equipment Failure

When reporting an equipment failure, you will need to provide your clerk with the error message that is printed on the AutoMARK audit log. To view that message, follow these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **SYSTEM MAINTENANCE** on the Main Menu screen.
- C. Enter the password (VOGUE) and select **OK**.
- D. Press **VIEW/DOWNLOAD LOG FILE**.
- E. Then press **VIEW SCAN LOG**.

The audit log contains a record of each error that occurred during the election. The most recent error message will appear at the top of the log. You may either read the message to the clerk, or, if you prefer, you may print the log. Simply lift the flap above the ballot feed tray and insert a blank piece of paper into the slot normally used to eject the ballot (to prevent jamming, insert the paper further to the left in the opening instead of centering it), and select 'Print File.' After the log has printed, select 'Done.'

## 3. Ballot Jam - Tabulator

Refer to the "Election Inspectors' Guide" for your specific voting system for detailed instructions on how to properly remove a jammed ballot from the tabulator.

## 4. Power Outage

Most tabulators used in the state have a battery back up which will engage whenever there is a power interruption. If your tabulator does not have a battery back up or if the power is off long enough to exhaust the battery power do the following:

- A. Unlock the Auxiliary Compartment (front).
- B. Continue issuing ballots. Voted ballots are deposited into the Auxiliary Compartment by an election inspector.
- C. Ballots deposited into the Auxiliary Compartment are not removed and tabulated until after 8:00 P.M.

## 5. Full Tabulator Ballot Bin

Ballots that must be removed from the tabulator ballot bin during the course of an election must be placed into an approved ballot container (in full view of the processing area) by two election inspectors who have expressed a preference for different political parties. The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. The instance must be noted in the Remarks page of the Poll Book. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.



## 6. Ballot Summary Does not Balance

- A. The total number of ballots tabulated is **less than** the total number of voters recorded in the Poll Book:
- Check the auxiliary bin for any remaining ballots that must be duplicated and/or tabulated.
  - Verify that all absentee ballots have been tabulated.
  - Compare the Applications to Vote against the Poll Book (reconcile the poll lists).
  - Check for skipped lines in the Poll Book.
  - If the steps above do not solve the discrepancy, contact the local clerk.
- B. The total number of ballots tabulated is **more than** the total number of voters recorded in the Poll Book (i.e., jammed ballot was inadvertently tabulated twice):
- Compare the Applications to Vote against the Poll Book (reconcile the poll lists).
  - If this does not solve the discrepancy, proceed to the next step.
  - Conduct a physical count of the ballots tabulated (verify the number by counting at least twice, sorting into stacks of 25). All physical counts should be conducted by a team of two inspectors who have expressed a preference for different political parties.
    - If the physical count is the **same as** the total number of voters as recorded in the poll book, the ballots must be re-tabulated. Contact the local clerk for instructions.
    - If the physical count is **more than** the total number of voters as recorded in the poll book, do NOT re-tabulate the ballots. Make a complete record of the situation in the Remarks page of the Poll Book.

## **GLOSSARY OF TERMS**

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### **Mixed Ticket - general election ballot only**

- No straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

### **Non-partisan Candidate**

- Candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

### **Overvote**

- Vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

### **Partisan Candidate**

- Candidate seeking a partisan office under a recognized political party ticket or a candidate seeking a partisan office without political party affiliation (independent candidate, IND.), i.e., State Representative, DEM. or State Representative, IND.

### **Party Affiliation**

- Political party represented by a candidate seeking a partisan office under a party ticket, i.e., County Clerk, REP.

### **Split Ticket - general election ballot only**

- Straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superceded by a direct vote for a candidate.

### **Split Ticket - primary election ballot only**

- Vote for candidates of more than one political party. No partisan section votes will be counted

### **Straight Party Ticket (general election ballot only)**

- Vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

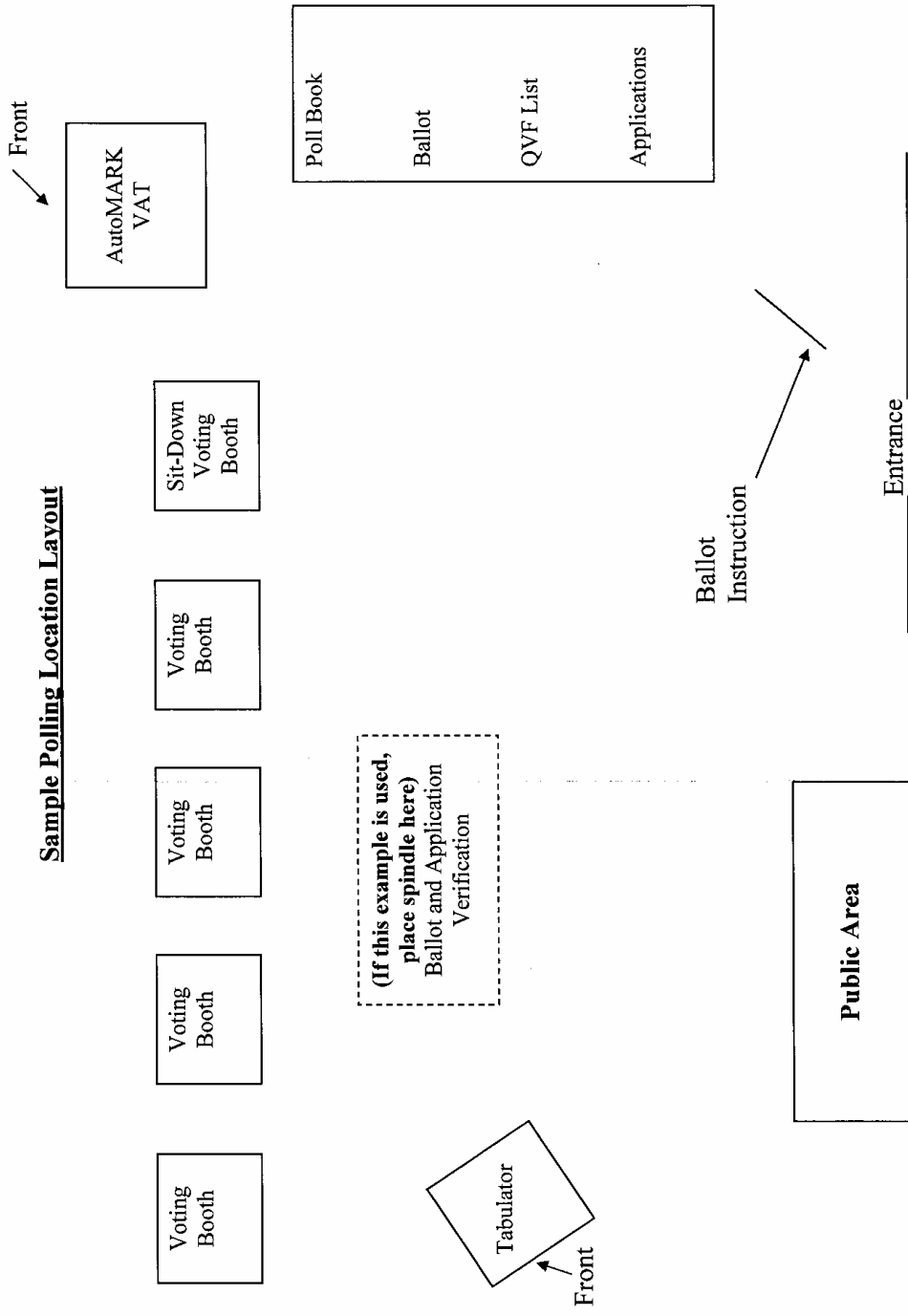
### **Undervote**

- Vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

## APPENDIX OF FORMS

<b>RESOURCE</b>	<b>PAGE #</b>
Sample Polling Location Layout	99
“What Every Voter Should Know” – Voter Informational Display	100
Picture Identification in the Polls – Instructions to Election Officials	106
Photo Identification Flow Chart	111
Photo Identification Flow Chart for Voters Subject to Federal I.D. Requirement	112
Application to Vote - Attached Affidavit of Voter Not in Possession of Picture Identification	113
Affidavit of Voter Not in Possession of Picture Identification	114
Notice to Voters – New Voter Identification Requirement in Effect	115
Affidavit of Absent Voter	116
Providing Service to Voters with Disabilities	117
Precinct List Notes	119
Identification and Residence Verification Requirement: List of Acceptable Documents	120
Provisional Ballot Four-Step Procedure Form	124
Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement	128
Notice to Voters Subject to Federal Identification Requirement	129
Procedure for Handling Optical Scan Ballots Rejected in the Polls	130
Determining the Validity of Optical Scan Ballot Markings	132
Optical Scan Validity Standards for “Arrow” Target Areas	133
Optical Scan Validity Standards for “Oval” Target Areas	134
Sample Clerk’s Preparation Certificate	135
Sample List of Voters Page	136
Sample Challenged Voters/Procedures Page	137
Sample Remarks Page	138
Sample Statement of Votes and Certificate of Election Inspector – Version 1	139
Sample Statement of Votes and Certificate of Election Inspectors – Version 2	142
Addendum Ballot Summary	144
Sample Certificates of Election Inspectors with Split Precincts	145
Sample Addendum Poll Book	148
Absent Voter Counting Board Affidavit	151
Sample Absent Voter Counting Board Poll Book (without Challenged Voters Page or Remarks Page)	152
Precinct Delegate Write-In Candidate Declaration of Intent	155
Sample Precinct Delegate Booklet (Primary Election)	156
Election News Issue No. 37 (September 29, 2006) *Challengers and Poll Watchers	162
Election News Issue No. 40 (November 1, 2006) *Maintaining Order in the Polls	173

**Sample Polling Location Layout**



**IMPORTANT VOTER INFORMATION:  
MUST REMAIN ON DISPLAY  
DURING POLLING HOURS**

**WHAT EVERY VOTER SHOULD KNOW**

**Election Date: May 8, 2007**

**POLLING HOURS**

The polls will be open from 7:00 a.m. through 8:00 p.m. Qualified voters standing in line at 8:00 p.m. will be permitted to vote.

**VOTING INSTRUCTIONS**

**Partisan Offices:** Partisan *primaries* are held to *nominate* candidates to partisan offices. If a partisan primary appears on the ballot, you cannot cast votes under both parties; you must cast votes under one party only. If you vote under both parties in a partisan primary, the partisan section of your ballot will not be counted.

Partisan *elections* are held to *fill* partisan offices. If a partisan election appears on the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

**Straight Ticket:** Vote the party of your choice. A vote will count for every candidate in the party's column.

**Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice under any other party columns.

**Mixed Ticket:** Vote for the individual candidates of your choice in each office. Candidates appearing under any party column may be selected.

**Nonpartisan Offices:** If nonpartisan offices appear on the ballot, the offices must be voted by casting individual votes for the candidates of your choice.

**Avoid "Overvoting":** When voting the partisan and nonpartisan sections of the ballot, do not cast a vote for more candidates than are indicated under the office title.

**Proposals:** If proposals appear on the ballot, the proposals must be voted by casting a "Yes" vote or a "No" vote on each question.

**Write-in Votes:** Instructions for casting a write-in vote are available. If you have a question on the procedure for casting a write-in vote, ask the election workers for assistance.

**Ballot Secrecy:** Place the ballot in the secrecy envelope to conceal your votes before leaving the voting station; the numbered stub on the ballot must remain visible.

**Voters Requiring Assistance:** Special accommodations are available for voters who are disabled.

If you require voting assistance, ask the election workers for help; a reason for the needed assistance does not have to be stated. Two inspectors will assist you in the voting station.

An elector who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs.

A specially equipped voting station is available for use by voters who are disabled. The voting station permits voters who are disabled to vote independently without the assistance of another person.

**Spoiled Ballots:** If you spoil your ballot, you may obtain a new ballot from the election workers.

**Important:** Persons must not intimidate, threaten or coerce any other person for registering or voting; for urging or aiding persons in registering or voting; for purposes of interfering or influencing how a person chooses to vote or not vote; or for purposes of preventing a person from voting.

Election officials must not fail or refuse to permit a person to vote who is entitled to vote and must not refuse to tabulate, count and report such person's vote.

### **VOTERS WHO HAVE MOVED**

If you are registered and 1) moved to a different precinct within the same city or township and 2) failed to change your registration address prior to the registration deadline for today's election, you are eligible to vote in today's election in the precinct where you formerly lived. You will be asked to submit an address change form before you are issued a ballot.

If you moved to a different city or township less than 60 days prior to today's election and failed to register to vote in your new city or township of residence by the registration deadline for today's election, you are eligible to vote in today's election in the precinct where you lived in your

former city or township of residence. You will be asked to submit a registration cancellation authorization form before you are issued a ballot.

If you moved to a different city or township 60 days or more prior to today's election and failed to register to vote in your new city or township of residence by the registration deadline for today's election, you are ineligible to vote in today's election.

### **PROVISIONAL BALLOTING**

A voter whose name does not appear on the registration list can vote if the voter can produce a validated voter registration receipt dated on or before the registration deadline for the election.

A voter whose name does not appear on the registration list who cannot produce a validated voter registration receipt may be eligible to vote a "provisional" ballot. In order to obtain a "provisional" ballot the voter must: 1) complete an Application to Vote form 2) complete an affidavit stating that he or she registered to vote on or before the close of registration for the election and 3) respond to questions regarding his or her identity and residence. The election workers are responsible for providing assistance with the provisional balloting process.

The answers provided by the voter to the identity and residence questions will determine if the ballot issued to the voter can be counted in the polls or must be preserved in a "provisional ballot security envelope" and returned to the clerk's office for review after the polls close. A determination on the validity of a provisional ballot secured for later review must be rendered by the city or township clerk within six days after the election.

A voter who is issued a provisional ballot has a right to know if his or her ballot counted. If the ballot is not counted, the voter has a right to know the reason why the ballot was not counted. A notice which explains how this information can be obtained is provided to every voter who votes a provisional ballot.

### **FIRST-TIME MAIL REGISTRANTS MUST SATISFY ID REQUIREMENT**

A voter *who has never voted in Michigan* who chooses to register by mail must meet an identification requirement. To comply with the identification requirement, the voter must:

- 1) accurately enter his or her state issued driver license number or personal ID number where requested on the mail-in voter registration form; or

- 2) send one of the following forms of identification when mailing the mail-in voter registration form to his or her county or local clerk: a copy of any current and valid photo identification (such as a driver's license or personal ID card) or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address.

If a voter subject to the ID requirement does not meet the requirement as explained above, the voter must present an acceptable form of identification before voting in the first election in which he or she wishes to participate. The ID requirement does not apply if the voter personally hand delivers his or her mail registration form to the county or local clerk's office; the voter is disabled; or the voter is eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

A voter subject to the ID requirement who 1) has not satisfied the ID requirement prior to election day and 2) is unable to produce an acceptable form of ID in the polls has the right to vote a provisional ballot.

#### **PERSONS CONFINED IN JAIL OR PRISON**

A Michigan resident confined in jail or prison who is awaiting arraignment or trial is eligible to vote. A Michigan resident who is serving a sentence in jail or prison after conviction cannot vote during his or her period of confinement. After a Michigan resident who is serving a sentence in jail or prison is released, he or she is free to participate in elections without restriction.

#### **PROCESS FOR CHALLENGING UNQUALIFIED VOTERS**

Any registered elector present in the polling place may challenge the right of anyone attempting to vote if the elector knows or has good reason to believe that the person is not a registered elector in the precinct.

The challenge is directed to the chairperson of the precinct board. Upon receiving a challenge, the chairperson of the precinct board is responsible for supervising the challenge.

After the challenge is made, the challenged voter is placed under oath. After the oath has been administered, the precinct chairperson or a designated election worker may question the challenged voter. Election law stipulates that the questions be confined to the individual's qualifications as a voter (citizenship, age and residency).

A challenged voter is permitted to vote a specially prepared "challenged ballot" if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses



to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.

### **INFORMATION ON FEDERAL AND STATE LAWS THAT PROHIBIT FRAUD AND MISREPRESENTATION**

If you witness efforts to commit any kind of fraud or corruption in the voting process, you may report this to the Michigan Department of State's Bureau of Elections at 1-800-292-5973.

If you witness actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

***Federal Prohibitions:*** The following lists the principal prohibitions provided under federal law which protect the elections system against fraud and misrepresentation:

- Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any Federal, State, or local election.
- Persons must not vote more than once in any election. (This does not include voting a replacement ballot after a spoiled ballot was invalidated.)
- Persons must not procure or submit materially false, fraudulent or fictitious voter registration applications.
- Persons must not submit false information as to name, address or period of residence in a voting district for the purpose of establishing eligibility to register or vote.
- Persons must not procure, cast or tabulate materially false, fraudulent or fictitious ballots.
- Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate.

***State Prohibitions:*** The following lists the principal prohibitions provided under state law which protect the elections system against fraud and misrepresentation:

- Persons must not falsely impersonate another person or vote or attempt to vote under the name of another person.
- Persons must not assume a false or fictitious name to vote.
- Persons who are not qualified to vote must not willfully offer to vote.

- Persons must not offer to vote or attempt to vote more than once at the same election.
- Persons must not attempt by means of bribery, menace, or other corrupt means to influence a voter in giving his or her vote or to deter the voter from giving his or her vote.
- Persons present while an absent voter is voting an absent voter ballot must not attempt to influence the absent voter on how he or she should vote.
- Persons may not accept payment for voting or refraining from voting.
- Persons may not pay or promise to pay another person for voting, for refraining from voting or to influence how the person votes.
- Persons who may be in lawful possession of a *signed* absentee ballot application are limited to 1) the applicant 2) a member of the applicant's immediate family 3) a person residing in the applicant's household 4) a person whose job normally includes the handling of mail (but only during the course of his or her employment) 5) a registered elector asked to handle the application by the applicant and 6) an authorized election official. A registered elector who returns an absentee ballot application at the request of the applicant must sign a certificate printed on the application form for such persons.
- Persons who may return an absentee ballot are limited to 1) the voter 2) a member of the voter's immediate family who has been asked to return the ballot 3) a person residing in the voter's household who has been asked to return the ballot 4) a person whose job normally includes the handling of mail (but only during the course of his or her employment) and 5) an authorized election official. With these restrictions, an absentee voter is *not* permitted to ask another voter who is not a member of the voter's immediate family or household to return his or her absentee ballot.

***If you have any questions, ask the election workers for assistance!***

*Michigan Department of State  
Bureau of Elections*



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

August 16, 2007

**Picture Identification in the Polls:  
Instructions to Election Officials**

The Michigan Supreme Court ruled on July 18, 2007 that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have picture identification with them is constitutional and enforceable. (See MCL 168.523 for picture identification requirement.) While this requirement was originally enacted by the State Legislature in 1996, the requirement was never implemented due to a prior ruling issued through the Attorney General's office. Instructions for the implementation of this requirement are provided below.

**1) *What does the ruling mean for Michigan's election officials and voters?***

Michigan's election officials must immediately prepare for the implementation of the requirement, which begins with the November 6, 2007 election. The Department of State's Bureau of Elections will provide clerks with the materials and training needed to implement the requirement.

As of the November 6, 2007 election, every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. (A copy of the affidavit form is attached for reference.)

**2) *How will the picture identification requirement be implemented?***

The election inspector responsible for implementing the requirement will ask each voter who completes an Application to Vote to show picture identification. If the voter states that he or she does not have picture identification, the election inspector will give the voter an affidavit to sign attesting that he or she is not in possession of picture identification. A ballot cannot be issued to the voter unless the voter displays picture identification or signs the affidavit.

**3) *What type of check is the election inspector required to perform when viewing a voter's picture identification?***

The election inspector will check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, the election inspector will confirm that the name appearing on the picture identification matches the name entered by the voter on the Application to Vote.

- 4) ***Does the name appearing on the picture identification have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the precinct's QVF list?***

No – however, the names must be similar enough to verify the voter's identity. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.

- 5) ***What types of picture identification can voters display to satisfy the requirement?***

Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

- Driver's license or personal identification card issued by another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo – from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

- 6) ***What actions should an election inspector take if the photo appearing on the picture identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity?***

As a first step, the election inspector should take into account the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If such considerations resolve the matter, the election inspector should issue a ballot to the voter. If questions over the voter's identity remain, the election inspector should ask to view any other acceptable forms of picture identification that the voter may have in his or her possession. If the matter cannot be resolved with a second piece of picture identification or if the voter is unable to produce a second piece of picture identification, the election inspector should issue a provisional ballot to the voter and contact the clerk.

When issuing a provisional ballot in such a situation, the election inspector must preserve the provisional ballot as an "envelope" ballot. In addition, the completion of the Four-Step

Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the precinct's QVF list.)

**7) *Does the identification displayed by the voter have to show the voter's residential address?***

No. A picture identification card that does not show the voter's residential address is acceptable.

**8) *What happens if a voter offering to vote states that he or she has picture identification – but did not bring it to the polls?***

Such voters can vote by signing the affidavit form. The affidavit can be used by 1) voters who do not have acceptable picture identification and 2) voters who have picture identification – but do not bring it to the polls.

**9) *Where can election officials obtain the affidavit form?***

The Department of State will distribute an example of the affidavit form to local clerks and post the affidavit form on its Web site for local clerks to download and copy. The form will also be available through commercial vendors who market election related forms. Starting with the November 6, 2007 election, an adequate quantity of the forms must be supplied in every precinct supply kit. We recommend that the affidavit be printed on the reverse side of the Application To Vote.

**10) *What happens to the affidavit forms which are completed and submitted by voters?***

The completed affidavit forms must be secured by the precinct board and forwarded to the clerk after the polls close. The clerk must retain the completed affidavit forms for a period of two years.

**11) *Are there any other records associated with the picture identification requirement that the precinct board needs to create or maintain?***

No. Other than maintaining the affidavit forms completed by voters who do not possess picture identification, there are no other records associated with the picture identification requirement that the precinct board is required to create or maintain.

**12) *Can a challenger or an election inspector challenge a voter just because he or she does not have picture identification and signs an affidavit?***

No. A voter cannot be challenged just because he or she is not in possession of picture identification and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger or an election inspector has "good reason to believe" that the person is not qualified to vote in the precinct.

**13) *Under what circumstances can a challenge related to the picture identification requirement be issued?***

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has "good reason to believe" the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct's QVF list.

**14) *Does the picture identification requirement impact the absentee voting process in any way?***

No. The picture identification requirement only applies to those who vote in the polls on election day. Voters who apply for an absent voter ballot are not required to comply with the requirement.

**15) *What actions should a precinct board take if a voter who does not possess picture identification refuses to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?***

A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application To Vote: no ballot is issued. Such a voter would not be eligible for a provisional ballot.

**16) *What actions should a precinct board take if a voter claims to have picture identification but refuses to show it? Should such a voter be offered the opportunity to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?***

A voter who claims to have picture identification but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

**17) *Does picture identification have to be requested in an instance where the voter is well known to the election inspector handling the picture identification requirement?***

Yes. The consistent application of the picture identification requirement is important to avoid any appearance that the requirement is being selectively enforced. In addition, the law makes no exceptions for such situations.

18) *Does a voter well known to the election inspector handling the picture identification requirement have to sign the affidavit if the voter is not in possession of picture identification?*

Yes. As noted above, any practice which would make it appear that the picture identification requirement is being selectively enforced must be avoided. Also, the law makes no exceptions for such situations.

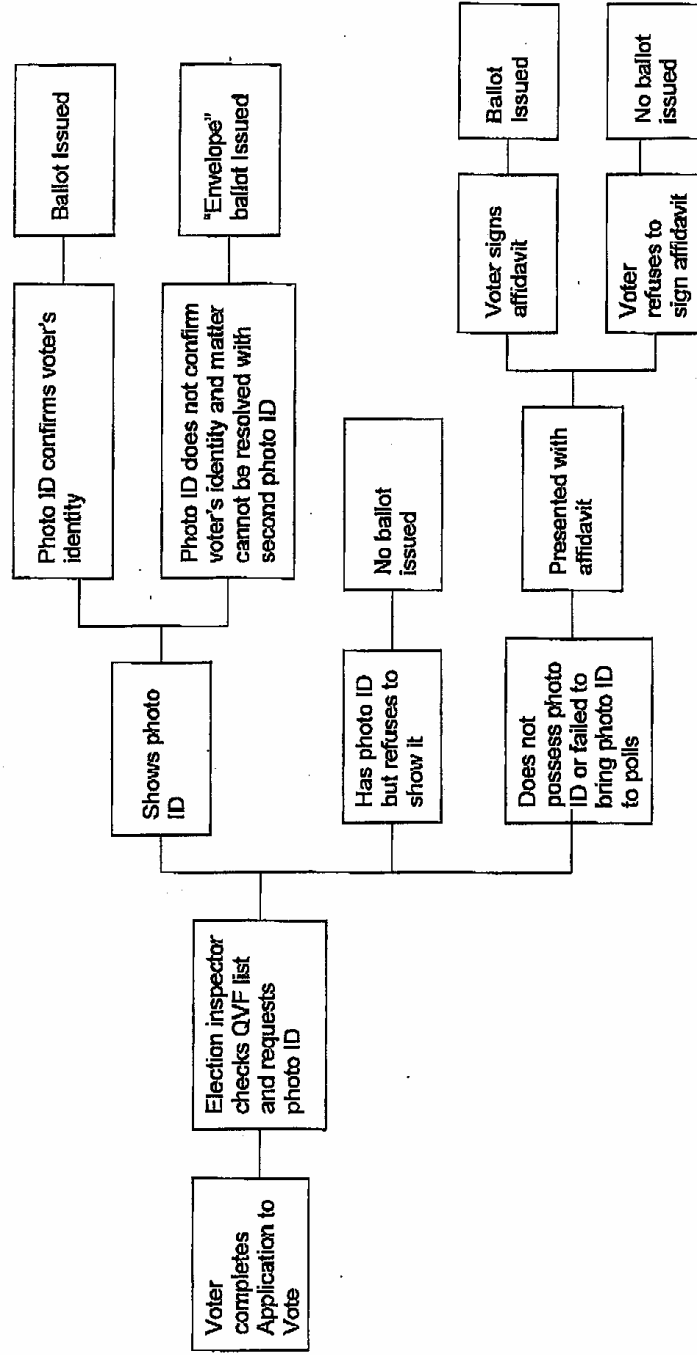
19) *How does the picture identification requirement impact the federal identification requirement imposed under the Help America Vote Act (HAVA) on new Michigan voters who register to vote by mail?*

If a voter subject to the federal identification requirement did not meet the requirement when registering to vote, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

Given the above, three situations could emerge when a voter is subject to the federal identification requirement:

- **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's new picture identification requirement.
- **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's picture identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting.
- **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign affidavit form developed for voters who do not possess picture identification before voting. As the voter is unable to satisfy the federal identification requirement, the voter must be issued a provisional ballot as provided under current procedure. The required provisional balloting notices must be given to the voter with the ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. The voter is then extended a 6-day period to satisfy the federal identification requirement. If the voter fails to satisfy the federal identification requirement during the 6-day period, the ballot is not counted.

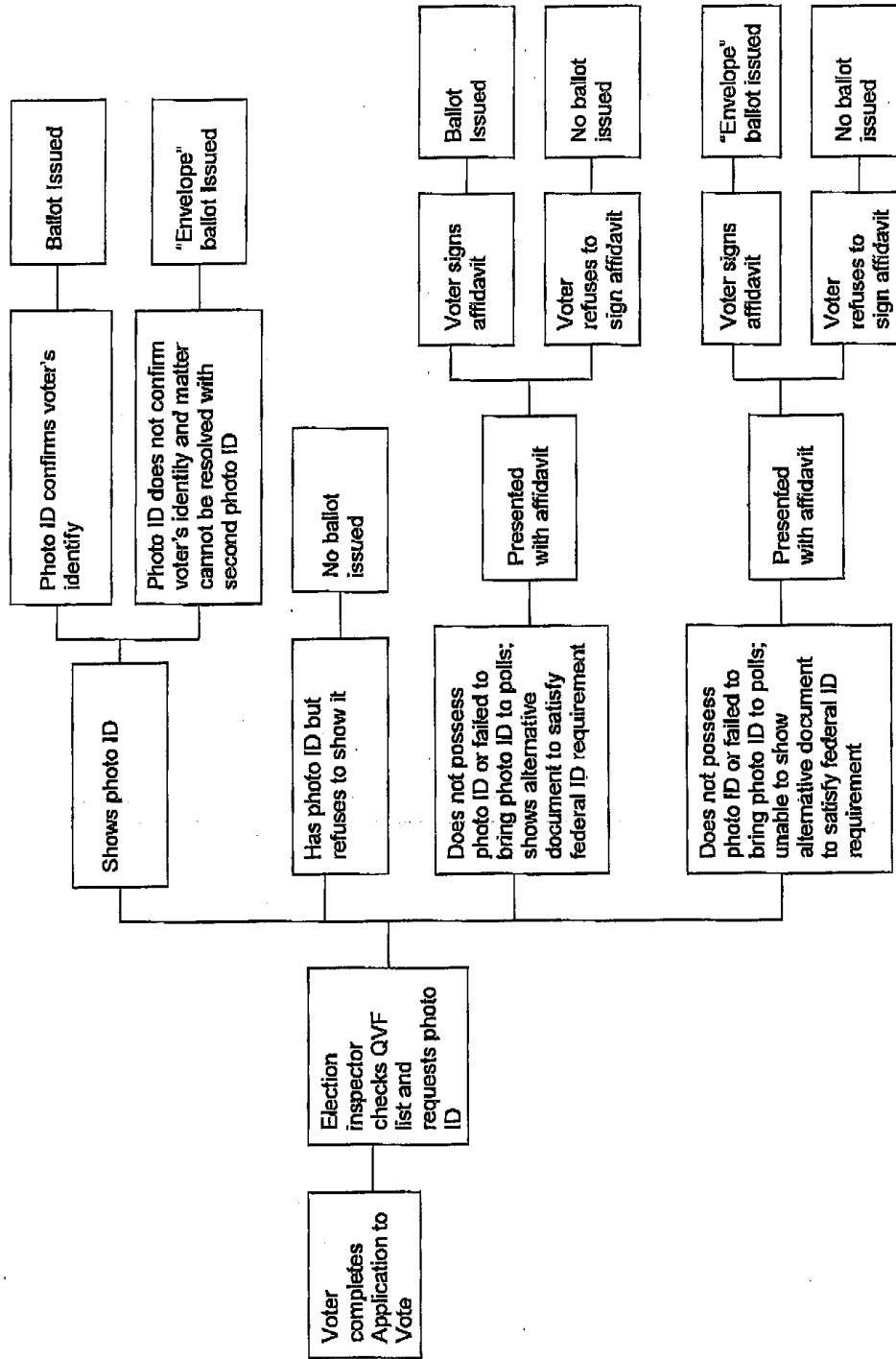
**Photo Identification at Polls**  
(Voter not subject to additional federal identification requirement)





## Photo Identification at Polls

(Voter subject to additional federal identification requirement)



## Application to Vote – Poll List


**Picture identification requirement:** All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of  
Election \_\_\_\_\_

Precinct \_\_\_\_\_

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Election Inspector Completes
VOTER NO. _____
BALLOT NO. _____
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED
ELEC. INSP. INITIAL _____

DATE OF BIRTH _____	PRINT NAME: _____
RESIDENCE ADDRESS _____	
SIGN HERE 	X _____ SIGNATURE OF VOTER

(Reverse)

### AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I \_\_\_\_\_ hereby affirm that I am  
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER: X \_\_\_\_\_

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

### To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day  
of \_\_\_\_\_

I certify that the elector named above has completed the above affidavit in my presence.

X \_\_\_\_\_

**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I \_\_\_\_\_ hereby affirm that I reside  
(Print Name) at

\_\_\_\_\_  
(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF **X**  
VOTER: \_\_\_\_\_

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

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**To be completed by Election Inspector**

Sworn and subscribed to before me \_\_\_\_\_ day  
this \_\_\_\_\_ of \_\_\_\_\_

I certify that the elector named above has completed the above affidavit in my presence.

**X**  
\_\_\_\_\_  
Signature of Election Inspector

**Return this form in Local Clerk Envelope**

**Michigan Department of State  
Bureau of Elections**

**Notice to Voters: New Voter Identification Requirement in Effect**

Due to a recent court ruling, every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for picture identification requirement)

**Voters with picture identification:** Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

- Driver's license or personal identification card issued by another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

**Voters without picture identification:** Michigan election law anticipates that not all voters will have picture identification. Voters who do not bring picture identification to the polls or do not possess picture identification can vote like any other voter by signing an affidavit.

Questions regarding the picture identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit [www.michigan.gov/vote](http://www.michigan.gov/vote)

## AFFIDAVIT OF ABSENT VOTER

I, \_\_\_\_\_ hereby affirm that I am a resident  
(Please Print)  
of \_\_\_\_\_, Michigan, and I reside  
(City, Township, Village or School District)  
at \_\_\_\_\_  
(Present Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the  
\_\_\_\_\_  
(City, Township, Village or School District)

and that: ☐ I did not receive the absent voter ballot that I applied for.  
☐ I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF ELECTOR: X  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I certify that the elector named above has completed the above in my presence and is eligible to vote.

X  
\_\_\_\_\_  
Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. **You MUST call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let us know the voter will be voting in person at the polling location.**

**Return this form in Local Clerk Envelope.**



## **Providing service to voters with disabilities**

Some of the most difficult barriers people with disabilities face are the negative attitudes and perceptions of other people. Sometimes those attitudes are just unconscious misconceptions that result in impolite or thoughtless acts by otherwise well-meaning people.

Simply put, when interacting with an individual with a disability, just follow the golden rule. Regardless of one's disability, just treat them with the same respect and courtesy that you would treat any other voter.

### **A. General suggestions**

- 1) Don't assume people with disabilities need your help. Ask before acting.
- 2) Make eye contact and speak directly to the person, not through their companion.
- 3) Avoid actions and words that suggest the person should be treated differently. It is alright to invite a person in a wheelchair to "go for a walk" or to ask a blind person if she "sees what you mean."
- 4) Treat people with disabilities with the same respect and consideration that you have for everyone else.
- 5) Make basic information available in accessible formats: large print, Braille and electronic formats.

### **B. Specific Disabilities**

#### *1) Blind/visually impaired*

- Be descriptive. You may have to help orientate people with visual impairments and let them know what is coming up. If they are walking, tell them if they have to step up or down, let them know if the door is to their right or left and warn them of possible hazards.
- You do not have to speak loudly to people with visual impairments. Most of them can hear perfectly well.

- Offer to read written information for a person with a visual impairment, when appropriate.
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

## 2) *Deaf/Hearing Impaired*

- Face people with hearing impairments when you talk to them so they can see your lips.
- Slow the rate at which you speak when talking to a person with a hearing impairment.
- Increase the level of your voice.
- Communicate in writing, if necessary.

## 3) *Physical/Mobility Impairments*

Try sitting or crouching down to the approximate height of people in wheelchairs or scooters when you talk to them.

- Do not lean on a person's wheelchair unless you have their permission - it is their personal space.
- Be aware of what is accessible and what is not accessible to people in wheelchairs.
- Give a push only when asked.

## 4) *Cognitive/Developmental Disabilities*

Do not assume the person is not listening just because you are getting no verbal or visual feedback. Ask whether he/she understands or agrees.

- Do not assume you have to explain everything to people with cognitive disabilities. They do not necessarily have a problem with general comprehension.
- Offer to read written material aloud, when necessary.

## Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP

### Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON





STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

October 27, 2006

**Identification and Residence Verification Requirements:  
Listings of Acceptable Documents**

The following lists the types of documents voters can use to satisfy 1) the identification and residence verification requirements associated with the "provisional balloting process" and 2) the federal identification requirement imposed on first-time mail registrants.

***Provisional balloting identification requirement:*** A voter who does not appear on the QVF list who wishes to vote a provisional ballot must identify himself or herself as a part of the provisional balloting process (see Step Three of the Four-Step Procedure form). To satisfy the identification requirement, the voter can show:

- A **Michigan** driver's license. OR
- A **Michigan** personal identification card. OR
- Any other type of **government issued** identification card which shows the voter's photo. OR
- An identification card issued by a **Michigan** university or college which shows the voter's photo.

***Provisional balloting residency verification:*** In addition to the above, a voter who does not appear on the QVF list who wishes to vote a provisional ballot must show documentation to confirm that he or she currently resides in the precinct (see Step Three on the Four-Step Procedure form). To satisfy the residence confirmation requirement, the voter can show:

- A **Michigan** driver's license that lists the voter's address **in the precinct**. OR
- A **Michigan** personal identification card that lists the voter's address **in the precinct**. OR
- Any other type of **government issued** photo identification card that lists the voter's address **in the precinct**. OR
- A photo identification card issued by a **Michigan** university or college that lists the voter's address **in the precinct**.

If the voter is unable to satisfy the residence confirmation requirement by showing one of the above listed documents, the voter can show one of the alternative documents listed below. If the

voter must rely on one of the following alternative documents to confirm his or her residence address in the precinct, the voter must be issued an “envelope” ballots as explained in the Four-Step Procedure form instructions.

- A current utility bill that contains the voter’s name and address **in the precinct** (see examples below). OR
- A current bank statement that contains the voter’s name and address **in the precinct** (see examples below). OR
- A current paycheck or government check that contains the voter’s name and address **in the precinct** (see examples below). OR
- Any other government document that contain the voter’s name and address **in the precinct** (see examples below).

***Federal identification requirement imposed for first-time mail registrants:*** Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must satisfy an identification requirement. To satisfy the identification requirement, the voter can:

- Accurately enter his or her state issued driver’s license number, personal identification card number or the last four digits of his or her Social Security Number where requested on the mail-in voter registration form. OR
- Send one of the following forms of identification when mailing the mail-in voter registration form to his or her county or local clerk: a copy of any current and valid photo identification (see examples below) or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address (see examples below).

If a voter subject to the new federal identification requirement does not meet the requirement when registering, the voter must present one of the above listed documents before voting in the first election in which he or she wishes to participate. The federal identification requirement does not apply if:

- 1) The voter hand delivers his or her mail registration form to the county or local clerk’s office;  
OR
- 2) The voter is disabled; OR
- 3) The voter is eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

**Examples of Acceptable Photo Identification**  
**(Document Must Be Current and Valid;**  
**Listing Applies to**  
**Federal ID Requirement Only)**

Driver's license with photo (any state)

Personal identification card with photo (any state)

Government issued photo identification card

Passport

Student identification card with photo

Credit or automated teller card with photo

Military identification card with photo

Employee identification with photo

Tribal identification with photo

**Examples of Acceptable Paychecks, Government Checks, Utility**  
**Bills and Bank Statements**  
**(Must Contain Voter's Name and Address)**

A paycheck or paycheck stub from any employer issued within the last year

A Social Security Administration check statement issued within the last year

Government or military paycheck or paycheck stub issued within the last year

Tax return check or check statement issued by the IRS or the State of Michigan within the last year

A gas, telephone, electric, water, cable or other utility bill issued within the last year

A statement from a bank or credit union dated within the last year

**Example of Acceptable Government Documents  
(Must Contain Voter's Name and Address)**

Vehicle registration

Electronic Benefit Transaction (EBT) card

Department of Social Services (DSS) card

Insurance card issued pursuant to a government administered or subsidized health insurance program such as Medicare or Medicaid

Veteran's identification card

Lease agreement provided under a public housing program or subsidized housing program

Public housing identification card

Tuition statement or bill from a public college or university

Correspondence or a bill received from a federal, state or local government

Discharge certificate, release papers, pardon, or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence or other matter, in accordance with state law

Discount card issued by a public transportation authority or a provider to senior citizens or persons with disabilities

Marriage license

## Provisional Ballot Instructions

### ***A four-step procedure for issuing a ballot if voter's name does not appear on registration list.***

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

**EXCEPTION #1:** If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

**EXCEPTION #2:** If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong polling place.)

### **IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED BELOW.**

**STEP ONE:** *VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)*

#### **AFFIDAVIT**

I, \_\_\_\_\_, hereby affirm that I am a resident of the ☐ City ☐ Township of \_\_\_\_\_, Michigan and I reside at \_\_\_\_\_. I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: **X** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Clerk, Authorized Assistant or Election Inspector: \_\_\_\_\_

**An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.**

Process used to register to vote: ☐ Mail-in registration form  
☐ Secretary of State Branch Office  
☐ Secretary of State "Renewal by Mail" Program  
☐ Designated voter registration agency  
☐ County, city or township clerk's office

Approximate date of REGISTRATION: \_\_\_\_\_

**STEP TWO:** *ELECTION INSPECTOR asks the VOTER to complete a voter registration application.*

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

**State of Michigan Voter Registration Application**  
and Michigan Driver License/Personal Identification Card Address Change Form

**1** answer

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you responded **No** to either of these questions, do **NOT** complete this form.

**2** complete application

Last Name First Name Middle Name

Address where you live — house number and street/road Apt. No./ Lot No.

City MI Zip Code Telephone optional

If you do not have a house or street address, describe location where you live — cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District if known

Mailing Address if different ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration only

Date of Birth ☐ Male ☐ Female

ID Number check applicable box and provide appropriate number

☐ I have a state issued driver license or personal ID card # \_\_\_\_\_ State \_\_\_\_\_

☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are \_\_\_\_\_

☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.  
An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know If "Yes" or "Don't Know" enter previous address

Previous Street Address ☐ City or ☐ Township of County

State Zip Code Registered under name of if different than above

**3** read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X \_\_\_\_\_ / /  
Signature of Applicant Date

X \_\_\_\_\_ / /  
Signature of Applicant Date

Sign and date both spaces provided above.

**STEP THREE: ELECTION INSPECTOR** issuing ballot must answer the four questions provided below:

- (1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer "No" if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct. Answer "Yes" if you reached the clerk and the clerk advised that the person is not registered in a different precinct.) ☐ YES ☐ NO

**STEP THREE: (continued)**

- (2) Check the voter's identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college?

☐ YES ☐ NO

If "Yes," check ONE of the following and enter requested information:

- ☐ Michigan Driver License (enter number):  
\_\_\_\_\_
- ☐ Michigan Personal Identification Card (enter number):  
\_\_\_\_\_
- ☐ Other government issued photo identification card (describe):  
\_\_\_\_\_
- ☐ Photo identification card issued by a Michigan university or college (describe):  
\_\_\_\_\_

If "No," ask the voter for any form of identification and complete the following:

- ☐ Voter showed a different form of identification (describe):  
\_\_\_\_\_
- ☐ Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? (Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

☐ YES ☐ NO

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

\_\_\_\_\_

- (4) Did the voter complete and submit a voter registration application?

☐ YES ☐ NO

If "No," explain: \_\_\_\_\_

\_\_\_\_\_

**STEP FOUR: ELECTION INSPECTOR issues a regular ballot or an "envelope" ballot to the VOTER as explained below:**

- If you answered "Yes" to all four of the questions appearing under Step Three, issue a regular ballot to the voter:

- (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)
- (2) Enter the voter's name in the poll book and write "CHALLENGED BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.

#### STEP FOUR: (Continued)

- (4) After the voter has voted the ballot, remove the ballot stub. Deposit ballot in ballot container or direct voter to deposit ballot in tabulator.
  - (5) Remove the "NOTICE" which appears below and issue it to the voter.
  - (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.
- **If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:**
    - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)
    - (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
    - (3) Direct voter to a voting station and permit voter to vote ballot.
    - (4) After the voter has voted the ballot, direct the voter to place the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. If the voter has been issued an optical scan ballot, direct the voter to place the ballot in a secrecy sleeve before inserting the ballot in the PROVISIONAL BALLOT SECURITY ENVELOPE. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
    - (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
    - (6) Remove the "NOTICE" which appears below and issue it to the voter.
    - (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

(Detach Here)

#### NOTICE TO VOTER

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers placed your ballot in a ballot container or you placed your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within 6 days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*. For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

Clerk Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Website or E-Mail Address: \_\_\_\_\_  
Other: \_\_\_\_\_





STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**NOTICE TO VOTERS UNABLE TO SATISFY IDENTIFICATION  
REQUIREMENT AND/OR RESIDENCE VERIFICATION REQUIREMENT**

**-- Instructions for making sure your ballots counts --**

As you are subject to an identification requirement and/or a residence verification requirement and were unable to satisfy the requirement in the polling place, special procedures were followed when issuing you a ballot.

To ensure that your ballot counts, you must provide your local city or township clerk with the required information no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

***Documents which satisfy identification requirement if your name did not appear on registration list:*** A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

***Documents which satisfy residency requirement if your name did not appear on registration list:*** Any of the following documents. The document must show your name and your address. The address shown on the document must be in the precinct where you voted:

Michigan Driver License	Current utility bill
Michigan identification card	Current bank statement
Government issued photo identification card	Current paycheck or government check
Photo identification issued by a Michigan university or college	Any other government document*

***Documents which satisfy federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan:*** A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document\* which lists your name and address.

\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

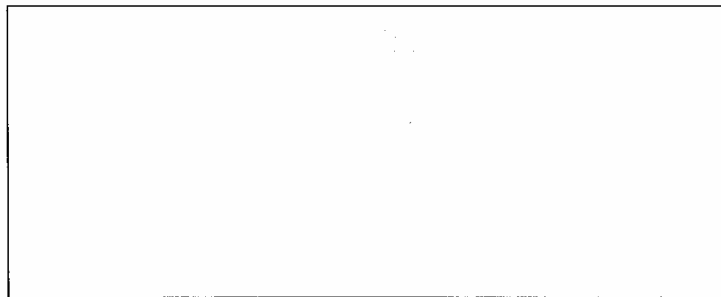
**Notice to Voters Subject to Federal  
Identification Requirement**

As you are subject to the federal identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

***Alternative language for second paragraph if a written notice will be mailed to the elector:***

A notice will be mailed to you to inform you on whether your ballot can be counted or not. If your ballot cannot be counted, the clerk will explain why. Contact information:





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## Procedure for Handling Optical Scan Ballots Rejected in the Polls

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Michigan Department of State  
Bureau of Elections  
January 2002

Election workers appointed to serve in optical scan precincts must be carefully instructed on the appropriate procedures for interacting with voters who have their ballot rejected by the tabulator. As a part of the instruction, it is extremely important to emphasize that the election inspectors *cannot* view the voter's ballot in an attempt to identify the voting error involved.

To ensure the proper handling of voters who have their ballot rejected, the following "script" is offered. The distribution of the script to election inspectors appointed to serve in optical scan precincts is recommended. The election inspector responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.

**STEP I:** *Election worker reads following statement to any voter who experiences the rejection of his or her ballot due to a voting error:*

**A. If voter has "overvoted" an office or has voted in more than a single party primary:** THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT IS IMPROPERLY MARKED. ACCORDING TO THE TABULATOR, YOU HAVE (CAST MORE VOTES FOR AN OFFICE THAN ALLOWED) (VOTED IN MORE THAN A SINGLE PARTY PRIMARY).

IF YOU WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.

IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT ANY INVALID VOTES MARKED ON YOUR BALLOT WILL NOT BE COUNTED.

**B. If voter has not cast any votes (blank ballot):** THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.

IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING STATION. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE AT YOUR REQUEST.

IF YOU DO NOT WISH TO RETURN TO THE VOTING STATION, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT NO VOTES WILL COUNT.

**STEP II:** *If the voter wishes to have his or her ballot cast as presented, the election worker should reemphasize how the ballot will be counted and afford the voter a second opportunity to obtain a replacement ballot or return to the voting station:*

**A. If voter has "overvoted" an office:** IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR UNDER ANY OFFICE THAT YOU HAVE "OVERVOTED" WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?

**B. If voter has voted in more than a single party primary:** IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR IN THE PARTISAN SECTION OF YOUR BALLOT WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?

**C. If voter has not cast any votes (blank ballot):** IF YOUR BALLOT IS CAST AS PRESENTED, NO VOTES WILL COUNT FOR ANY CANDIDATES OR PROPOSALS. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RETURN TO THE VOTING STATION?



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

May 27, 2004

## DETERMINING THE VALIDITY OF OPTICAL SCAN BALLOT MARKINGS

Michigan election law, MCL 168.799a(3) as amended under PA 92 of 2004, provides the following direction on recounting optical scan ballots:

If the electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark subject to recount with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

Similar direction is provided under Michigan election law, MCL 168.803(2) as amended under PA 92 of 2004:

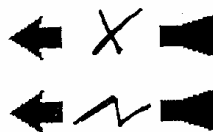
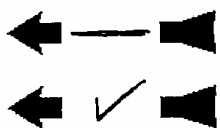
If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

The above provisions of law were enacted to accommodate those situations where the tabulating equipment employed to count optical scan ballots cast at an election is unable to recognize a properly cast vote. Such situations generally stem from the voter using an inappropriate marking tool to vote his or her ballot. They can also occur if the ballot marking is not dense enough for the tabulator to recognize the presence of a vote.

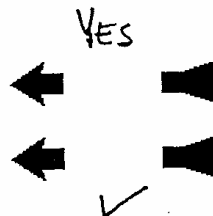
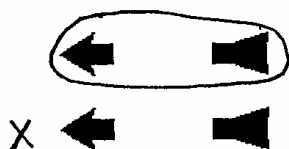
It merits emphasis that the proper way to indicate a vote on an optical scan ballot is to make a mark within the "predefined area" designated for casting a vote. Thus, any markings that are inconsistent with this standard cannot be counted as votes.

Optical Scan Systems Employing  
"Arrow" Target Areas

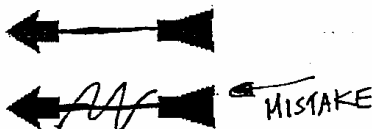
**Valid markings:** Each of the examples provided below is a valid vote as there is a mark within the "predefined area" for casting a vote.



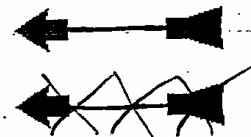
**Invalid markings:** Each of the examples provided below is an invalid vote as a mark does not appear within the "predefined area" designated for casting a vote.



**Corrections:** A correction that causes a "false" tabulator read does not count as a valid vote.

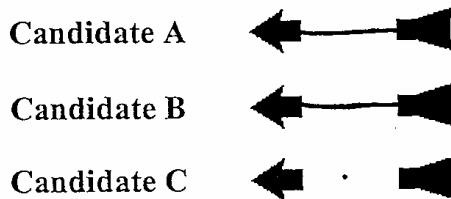


Counts for top position only



Counts for top position only

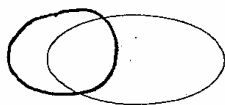
**Stray marks:** "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."



Counts for top two positions only

Optical Scan Systems Employing  
"Oval" Target Areas

**Valid markings:** Each of the examples provided below is a valid vote as there is a mark within the "predefined area" for casting a vote.



**Invalid markings:** Each of the examples provided below is an invalid vote as a mark does not appear within the "predefined area" designated for casting a vote.



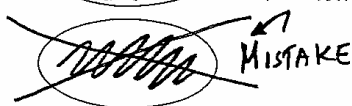
X



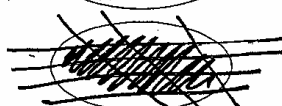
✓



**Corrections:** A correction that causes a "false" tabulator read does not count as a valid vote.



Count for top position only



Counts for top position only

**Stray marks:** "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."

Candidate A



Candidate B



Candidate C



Counts for top two positions only

**CLERK'S PREPARATION CERTIFICATE  
FOR  
OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL**

Tabulator Serial No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

Terminal Serial No. \_\_\_\_\_

Terminal Seal No. \_\_\_\_\_

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

Ward / Precinct No. \_\_\_\_\_

**X**  
Signature of Clerk or Authorized Assistant

Date \_\_\_\_\_

**ELECTION INSPECTORS' PREPARATION CERTIFICATE**

☒ **WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.**

- ☐ The oath of office was administered to and signed by all election inspectors present.
- ☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

**OATHS OF INSPECTORS OF ELECTION**

STATE OF MICHIGAN, }  
COUNTY OF \_\_\_\_\_ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

Taken, subscribed and sworn to before me this \_\_\_\_\_

**X**  
Signature of Chairperson

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**X**  
Signature of Person Administering Oath

STATE OF MICHIGAN, }  
COUNTY OF \_\_\_\_\_ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

**X** \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**X**  
Signature of Person Administering Oath



## LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	Mark A.V. if voted by ABSENT VOTER	BALLOT NUMBER	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	TOTAL VOTERS ON THIS PAGE
--	---------------------------

## CHALLENGED VOTERS

94

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result of Challenge: ☐ Ballot issued and Identified

☐ Ballot not issued

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result of Challenge: ☐ Ballot issued and Identified

☐ Ballot not issued

## CHALLENGED PROCEDURES

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Description of Challenged Procedure \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result \_\_\_\_\_

\_\_\_\_\_

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Description of Challenged Procedure \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result \_\_\_\_\_

\_\_\_\_\_

[illegible]

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORMATIONS →

**WRITE-INS ONLY**

Precinct # \_\_\_\_\_ Name of City, Township, Village or School District: \_\_\_\_\_

[illegible]

**WHITE COPY TO LOCAL CLERK**

ATTACH PRECINCT TABULATOR  
STATEMENT OF VOTES TAPE HERE.

ENTER OR ATTACH PROPOSAL LANGUAGE HERE.

PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

## CERTIFICATE OF ELECTION INSPECTORS

### WE CERTIFY THE FOLLOWING:

- ☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)
- ☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): .....
- ☐ The number of ballots tabulated is: .....
- ☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.
- ☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.
- ☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).
- ☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.
- ☐ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- ☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

### BALLOT SUMMARY

#### NUMBER OF BALLOTS DELIVERED TO PRECINCT:

- A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

$$\left( \begin{array}{c} \text{Ending No.} \\ \text{minus} \\ \text{Starting No.} \end{array} \right) + 1 =$$

- B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct)

C. Total of Lines A & B:

=

#### NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

- D. Number of ballots tabulated: (include absent voter ballots if processed in precinct):
- E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot:
- F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):
- G. Number of ballots used by election inspectors for ballot duplications:
- H. Number of PROVISIONAL "envelope" ballots issued:
- I. Number of **UNUSED BALLOTS** (excess ballots):

$$\left( \begin{array}{c} \text{Ending No. of} \\ \text{Unused Ballots} \end{array} \right) \text{ minus } \left( \begin{array}{c} \text{Starting No. of} \\ \text{Unused Ballots} \end{array} \right) + 1 =$$

J. Total of Lines D, E, F, G, H and I:

=

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

- ☐ By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal

NO.

- ☐ We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal

NO.

X  
Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

X  
Signature of member who verified these sealings.  
(May not represent same political party as member who sealed both storage containers.)

### ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW

(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

Chairperson	Phone
X	
X	
X	
X	
X	
X	

Phone
X
X
X
X
X
X

WHITE COPY TO LOCAL CLERK

# OPTICAL SCAN STATEMENT OF VOTES

WARD/PRECINCT: \_\_\_\_\_ JURISDICTION: \_\_\_\_\_ DATE OF ELECTION: \_\_\_\_\_

**1**

## DECLARED WRITE-IN CANDIDATE INFORMATION

(Enter write-in candidate information and transfer total write-in votes from tally page.)

DECLARED WRITE-IN CANDIDATES (Please record like offices together)	TOTAL WRITE-IN VOTES
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	

**2**

## BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

### NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

(Do not include absent voter ballots)

$$\begin{array}{l} \text{First Ballot Style} \left( \frac{\text{Ending No.}}{\text{Starting No.}} \right) - (\text{Minus}) \left( \frac{\text{Ending No.}}{\text{Starting No.}} \right) + 1 = \text{ } \\ \text{Second Ballot Style} \left( \frac{\text{Ending No.}}{\text{Starting No.}} \right) - (\text{Minus}) \left( \frac{\text{Ending No.}}{\text{Starting No.}} \right) + 1 = \text{ } \end{array}$$

B. Number of absent voter return envelopes received by board:  
(Enter "0" if absent voter ballots not processed in precinct)

### C. Total of lines A and B:

### NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated:

(Include absent voter ballots if processed in precinct.)

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot:

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):

G. Number of ballots used by election inspectors for ballot duplications:

H. Number of PROVISIONAL "envelope" ballots issued:

I. Number of UNUSED BALLOTS (excess ballots):

$$\begin{array}{l} \text{First Ballot Style} \left( \frac{\text{Ending No. of Unused Ballots}}{\text{Starting No. of Unused Ballots}} \right) - (\text{Minus}) \left( \frac{\text{Ending No. of Unused Ballots}}{\text{Starting No. of Unused Ballots}} \right) + 1 = \text{ } \\ \text{Second Ballot Style} \left( \frac{\text{Ending No. of Unused Ballots}}{\text{Starting No. of Unused Ballots}} \right) - (\text{Minus}) \left( \frac{\text{Ending No. of Unused Ballots}}{\text{Starting No. of Unused Ballots}} \right) + 1 = \text{ } \end{array}$$

### J. Total of Lines D, E, F, G, H and I:

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

THESE TOTALS MUST AGREE!

RFD - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

OPTICAL SCAN STATEMENT OF VOTES (continued)

WARD/PRECINCT: \_\_\_\_\_ JURISDICTION: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

3

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

☒ **AT THE CLOSE OF THE POLLS**  
(Except as noted on the Remarks Page of this Poll Book)

☐ The number of voters according to this Poll Book is: \_\_\_\_\_  
(include absent voter ballots if processed in precinct. Record on cover of poll book.)

☐ The number of ballots tabulated is: \_\_\_\_\_

☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☐ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.

☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

4

By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal no. \_\_\_\_\_

We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no. \_\_\_\_\_

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER	Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chairperson	Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Phone

WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.



## ADDENDUM BALLOT SUMMARY

Regular or Special

Held On \_\_\_\_\_, 20\_\_\_\_ in the \_\_\_\_\_  
Month and Date Year Ward/Precinct

City/Twp. of \_\_\_\_\_  
City or Township

School District of \_\_\_\_\_  
School District

County of \_\_\_\_\_, State of Michigan  
County

BALLOT SUMMARY	
<b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b>  <b>A.</b> Number of official ballots delivered to precinct: (Do not include absent voter ballots) <div style="border-bottom: 1px solid black; width: 100%; text-align: right;"> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>(Ending No.)</span> <span>(Starting No.)</span> </div> </div> <div style="text-align: right; margin-top: 5px;">+ 1 = _____</div> <b>B.</b> Number of absent voter return envelopes received by board: (Enter "0" if absent voter ballots not processed in precinct) _____	<b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b>  <b>D.</b> Number of ballots tabulated: _____  <b>E.</b> Number of ballots reissued to voters who spoiled their ballot: (Spoiled or defective ballots for which a new ballot was issued and tabulated) _____  <b>F.</b> Number of ballots which were used by election inspectors for duplications: _____  <b>G.</b> Number of provisional "envelope" ballots issued: _____  <b>H.</b> Number of ballots which were not issued: <div style="border-bottom: 1px solid black; width: 100%; text-align: right;"> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>(Ending No.)</span> <span>(Starting No.)</span> </div> </div> <div style="text-align: right; margin-top: 5px;">+ 1 = _____</div> <b>I.</b> Number of absent voter return envelopes received which did not contain a ballot: (Enter "0" if absent voter ballots not processed in precinct) _____  <b>J.</b> Total of Lines D, E, F, G, H and I: _____
<b>C. Total of Lines A &amp; B:</b> _____	<div style="text-align: center; margin-bottom: 5px;"> <small>↑ THESE TOTALS MUST AGREE ↑</small> </div>
<b>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF POLL BOOK.</b>	
<b>UPON COMPLETION, INSERT THIS ADDENDUM BALLOT SUMMARY INTO BACK OF POLL BOOK.</b>	

## CERTIFICATE OF ELECTION INSPECTORS

**WE CERTIFY THE FOLLOWING:**

- ☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)
- ☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): .....
- ☐ The number of ballots tabulated is: .....
- ☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.
- ☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.
- ☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).
- ☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.
- ☐ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- ☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

### BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
<b>A.</b> Number of official ballots delivered to precinct: (Do not include absent voter ballots) <div style="margin-left: 20px;">                                 a. <math>\frac{\text{Ending No.}}{\text{minus}} \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____                             </div> <div style="margin-left: 20px;">                                 b. <math>\frac{\text{Ending No.}}{\text{minus}} \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____                             </div>	<b>D.</b> Number of ballots tabulated (include absent voter ballots if processed in precinct): _____ <b>E.</b> Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____ <b>F.</b> Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): _____ <b>G.</b> Number of ballots issued by election inspectors for ballot duplications: _____ <b>H.</b> Number of PROVISIONAL "envelope" ballots issued: _____ <b>I.</b> Number of <b>UNUSED BALLOTS</b> (excess ballots): <div style="margin-left: 20px;">                                 a. <math>\frac{\text{Ending No.}}{\text{minus}} \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____                             </div> <div style="margin-left: 20px;">                                 b. <math>\frac{\text{Ending No.}}{\text{minus}} \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____                             </div>
<b>B.</b> Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) _____  <b>C. Total of Lines A &amp; B:</b> _____	<b>J. Total of Lines D, E, F, G, H and I:</b> _____
<p><b>THESE TOTALS MUST AGREE</b></p> <p><b>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</b></p>	

☐ By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal

No. \_\_\_\_\_

☐ We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal

No. \_\_\_\_\_

X

Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

X

Signature of member who verified these sealings.  
(May not represent same political party as member who sealed both storage containers).

**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the REMARKS Section of this Poll Book)

Chairperson	Phone
X	
X	Phone
X	Phone

Chairperson	Phone
X	
X	Phone
X	Phone

## CERTIFICATE OF ELECTION INSPECTORS

### WE CERTIFY THE FOLLOWING:

- ☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)
- ☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): .....
- ☐ The number of ballots tabulated is: .....
- ☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.
- ☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.
- ☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).
- ☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.
- ☐ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- ☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

### BALLOT SUMMARY

#### NUMBER OF BALLOTS DELIVERED TO PRECINCT:

**A.** Number of official ballots delivered to precinct: (Do not include absent voter ballots)

a.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

b.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

c.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

**B.** Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct)

**C. Total of Lines A & B:** =  

#### NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

**D.** Number of ballots tabulated (include absent voter ballots if processed in precinct): .....

**E.** Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: .....

**F.** Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): .....

**G.** Number of ballots issued by election inspectors for ballot duplications: .....

**H.** Number of PROVISIONAL "envelope" ballots issued: .....

**I.** Number of **UNUSED BALLOTS** (excess ballots):

a.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

b.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

c.  $\frac{\text{Ending No.}}{\text{minus}} \text{ Starting No.} + 1 =$  .....

**J. Total of Lines D, E, F, G, H and I:** =  

**THESE TOTALS MUST AGREE**

**CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.**

☐ **By signing below: we, the undersigned members of the Board of Election Inspectors, certify** that all ballots (used and unused) except envelope ballots were properly sealed into an approved **BALLOT STORAGE CONTAINER** by affixing seal

No.

☐ **We further certify that if the Tabulator Program (Prom Pack/Card)** has been removed from the tabulator it was properly sealed in an approved **STORAGE CONTAINER** by affixing seal

No.

**X**

Signature of member who **sealed** the **BALLOT STORAGE CONTAINER** and **TABULATOR PROGRAM STORAGE CONTAINER**

**X**

Signature of member who **verified** these sealings.  
(May not represent same political party as member who sealed both storage containers).

#### ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW

(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the **REMARKS** Section of this Poll Book)

<b>X</b>	Chairperson
<b>X</b>	Phone
<b>X</b>	Phone
<b>X</b>	Phone

<b>X</b>	Chairperson
<b>X</b>	Phone
<b>X</b>	Phone
<b>X</b>	Phone

## CERTIFICATE OF ELECTION INSPECTORS

### WE CERTIFY THE FOLLOWING:

- ☒ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)
- ☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): .....
- ☐ The number of ballots tabulated is: .....
- ☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.
- ☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.
- ☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).
- ☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.
- ☐ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.
- ☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- ☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

### BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
<p><b>A.</b> Number of official ballots delivered to precinct: (Do not include absent voter ballots)</p> <p>a. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>b. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>c. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>d. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p><b>B.</b> Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) _____</p> <p><b>C. Total of Lines A &amp; B:</b> = <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>	<p><b>D.</b> Number of ballots tabulated (include absent voter ballots if processed in precinct): _____</p> <p><b>E.</b> Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____</p> <p><b>F.</b> Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): _____</p> <p><b>G.</b> Number of ballots issued by election inspectors for ballot duplications: _____</p> <p><b>H.</b> Number of PROVISIONAL "envelope" ballots issued: _____</p> <p><b>I.</b> Number of <b>UNUSED BALLOTS</b> (excess ballots):</p> <p>a. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>b. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>c. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p>d. <math>\frac{\text{Ending No.}}{\text{minus}} - \frac{\text{Starting No.}}{\text{minus}} + 1 =</math> _____</p> <p><b>J. Total of Lines D, E, F, G, H and I:</b> = <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>
<p><b>THESE TOTALS MUST AGREE</b></p> <p><b>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</b></p>	

☐ By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal

No.

☐ We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal

No.

X

Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

X

Signature of member who verified these sealings.  
(May not represent same political party as member who sealed both storage containers).

**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the REMARKS Section of this Poll Book)

Chairperson	Phone
<b>X</b>	
	Phone
<b>X</b>	
	Phone
<b>X</b>	

Chairperson	Phone
<b>X</b>	
	Phone
<b>X</b>	
	Phone
<b>X</b>	

TOTAL BALLOTS CAST: \_\_\_\_\_

## ADDENDUM

# OPTICAL SCAN POLL BOOK

— FOR THE —

**ELECTION**

Regular or Special

Held On \_\_\_\_\_, 20 \_\_\_\_\_ in the \_\_\_\_\_  
Month and Date Year Ward/Precinct

City/Twp. of \_\_\_\_\_,  
City or Township

School District of \_\_\_\_\_,  
School District

County of \_\_\_\_\_, State of Michigan  
County

### ELECTION INSPECTOR INFORMATION

- Record any comments or clarifications in the Remarks Section in the back of this Addendum Poll Book.
- Record write-in votes in the Write-In Section in the back of this Addendum Poll Book.
- Complete the Ballot Summary Section located in the back of this Addendum Poll Book.
- Return this Addendum Poll Book in Envelope No.1 to the County Clerk at the close of the polls.

# LIST OF VOTERS

1

NO. OF VOTER	NAME OF VOTER	Mark A.V. if Voted By Absent Voter	BALLOT NUMBER	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

TOTAL OF VOTERS ON THIS PAGE

[illegible][illegible]

<b>BALLOT SUMMARY FOR THE SCHOOL DISTRICT OF _____</b>	
<b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b>  <b>A. Number of official ballots delivered to precinct:</b> (Do not include absent voter ballots) <div style="border-bottom: 1px solid black; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>(Ending No.)</span> <span>-</span> <span>(Starting No.)</span> </div> </div> <div style="display: flex; align-items: center;"> <span>) + 1 =</span> <span style="flex-grow: 1; border-bottom: 1px solid black; margin-left: 10px;"></span> </div> <b>B. Number of absent voter return envelopes received by board:</b> (Enter "0" if absent voter ballots not processed in precinct) <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>C. Total of Lines A &amp; B:</b> <span style="border-bottom: 3px double black; margin-left: 10px; width: 150px;"></span>	<b>NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:</b>  <b>D. Number of ballots tabulated:</b> <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>E. Number of ballots reissued to voters who spoiled their ballot:</b> (Spoiled or defective ballots for which a new ballot was issued and tabulated) <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>F. Number of ballots which were used by election inspectors for duplications:</b> <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>G. Number of provisional "envelope" ballots issued:</b> <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>H. Number of ballots which were not issued:</b> <div style="border-bottom: 1px solid black; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>(Ending No.)</span> <span>-</span> <span>(Starting No.)</span> </div> </div> <div style="display: flex; align-items: center;"> <span>) + 1 =</span> <span style="flex-grow: 1; border-bottom: 1px solid black; margin-left: 10px;"></span> </div> <b>I. Number of absent voter return envelopes received which did not contain a ballot:</b> (Enter "0" if absent voter ballots not processed in precinct) <span style="border-bottom: 1px solid black; margin-left: 10px; width: 150px;"></span>  <b>J. Total of Lines D, E, F, G, H and I:</b> <span style="border-bottom: 3px double black; margin-left: 10px; width: 150px;"></span>
<div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">↑</div> <div style="text-align: center; flex-grow: 1;"> <b>THESE TOTALS MUST AGREE</b> </div> <div style="text-align: center;">↑</div> </div> <p style="text-align: center; font-weight: bold;">CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION ABOVE.</p>	

## ABSENT VOTER COUNTING BOARD AFFIDAVIT

State of Michigan

County of \_\_\_\_\_

City, Township or

School District of \_\_\_\_\_ Counting Board Precinct No. \_\_\_\_\_

Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close at 8:00 p.m..

**I do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.**

### SIGNATURES OF PERSONS TAKING OATH:

X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_

X \_\_\_\_\_

Signature of Chairperson or Member of Counting Board Administering Oath

**NOTE:** Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

**WARNING:** A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on election day is guilty of a felony.

**INSPECTOR: Please return this form in Local Clerk Envelope.**



# OPTICAL SCAN ABSENT VOTER POLL BOOK

— FOR THE —

ELECTION

Primary, General, Annual, Special or School

Held On \_\_\_\_\_ , \_\_\_\_\_  
Month and Date Year

In the Absent Voter Counting Board No. \_\_\_\_\_

Of the \_\_\_\_\_  
City, Township, Village or School District

County of \_\_\_\_\_ , State of Michigan

**NO PERSON IN ATTENDANCE AT THE ABSENT VOTER COUNTING BOARD SHALL  
LEAVE AFTER THE TALLYING HAS BEGUN AND BEFORE THE POLLS CLOSE.**

## **ELECTION INSPECTOR INFORMATION**

- All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.
- All inspectors must complete and sign the Election Inspectors' Preparation Certificate in the front of this Poll Book.
- Record any comments or clarifications on the Remarks Page in this Poll Book.
- Record write-in votes in the Write-In Section located in the back of this Poll Book. Do not record write-in votes cast for precinct delegate candidates at the August Primary in this Poll Book. Write-in votes cast for precinct delegate candidates are recorded in the precinct delegate statement.
- All inspectors must complete and sign the Certificate of Election Inspectors in the back of this Poll Book when completing the precinct's records after the polls close.
- Two (2) inspectors must initial all red paper seals used to seal envelopes.
- Two (2) inspectors must attest to the sealing of the ballots in an approved storage container after the close of the polls.
- Two (2) inspectors must attest to the sealing of the program in an approved container after the close of the polls.

**RETURN COMPLETED POLL BOOK IN MANILLA ENVELOPE TO COUNTY CLERK**

**OPTICAL SCAN  
CLERK'S PREPARATION CERTIFICATE**

Tabulator Serial No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.

Ward / Precinct No. \_\_\_\_\_

Signature of Clerk or Authorized Assistant \_\_\_\_\_

Date \_\_\_\_\_

**ELECTION INSPECTORS' PREPARATION CERTIFICATE**

☒ **WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.**

- ☐ The oath of office was administered to and signed by all election inspectors present.
- ☐ Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☐ All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.
- ☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

**OATHS OF INSPECTORS OF ELECTION**

STATE OF MICHIGAN, }  
COUNTY OF \_\_\_\_\_ } ss.

I **Do Solemnly Swear** (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Taken, subscribed and sworn to before me this \_\_\_\_\_

X

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson

X

\_\_\_\_\_  
Signature of Person Administering Oath

STATE OF MICHIGAN, }  
COUNTY OF \_\_\_\_\_ } ss.

I **Do Solemnly Swear** (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

**Signatures of Persons Taking Oath and Certifying Preparation Certificate**

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

\_\_\_\_\_  
Signature of Person Administering Oath

PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

JURISDICTION:

WARD #:

PRECINCT #:

**CERTIFICATE OF ELECTION INSPECTORS****✓ WE CERTIFY TO THE FOLLOWING:****AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll book)

- ☐ Checked the serial number(s) of the ballot(s) issued to each voter against the serial number(s) of the ballot(s) received from each voter.
- ☐ Removed, from each ballot, the detachable stub which bears the ballot serial number.
- ☐ Recorded all challenges, if any, and properly identified any challenged ballots.
- ☐ Counted and recorded all valid write-in votes.
- ☐ Accurately duplicated the ballots that required duplication.
- ☐ Tabulated all valid ballots, including all duplicate ballots.

**BALLOT SUMMARY****NUMBER OF BALLOTS  
DELIVERED TO PRECINCT:**A. The number of voters  
who were issued absent  
voter ballots (according  
to this Poll Book):A = 

A. Total (from above) =

**NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:**B. The number of absent voter ballot return  
envelopes received by Board:C. The number of INVALID absent voter ballot  
return envelopes that clerk did not deliver  
to Board (according to this Poll Book):D. The number of voters who did not return their absent  
voter ballots to clerk (according to this Poll Book):

E. Total of Lines B, C and D =

**THESE TOTALS MUST AGREE****CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE A MUST EQUAL THE TOTAL RECORDED ON LINE E.  
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.**

- ☐ By signing below: we, the undersigned members of the Board of  
Election Inspectors, certify that all ballots (used and unused) except envelope ballots  
were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal

NO. 

- ☐ We further certify that if the Tabulator Program (Memory Card/PROM Pack) has been removed  
from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal

NO. **X**Signature of member who sealed the BALLOT STORAGE CONTAINER  
and TABULATOR PROGRAM STORAGE CONTAINER**X**Signature of member who verified these sealings. (May not represent  
same political party as member who sealed both storage containers.)**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**

(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the REMARKS Section of this Poll Book)

Chairperson	Phone
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	

	Phone
X	
X	
X	
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X	
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X	
X	
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X	
X	
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X	
X	
X	

**PLACE IN WHITE ENVELOPE TO LOCAL CLERK**

**PRECINCT DELEGATE  
WRITE-IN CANDIDATE  
DECLARATION OF INTENT**

\_\_\_\_\_  
(NAME OF CITY OR TOWNSHIP)

**As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.**

Name \_\_\_\_\_  
(Print or Type)

Residence Address \_\_\_\_\_  
(Street Address) (Post Office) (Zip Code)

☐ City or ☐ Township of \_\_\_\_\_

I am registered and qualified to vote at this address: ☐ Yes ☐ No Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

**DATE OF PRIMARY:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**OFFICE SOUGHT: Precinct Delegate.**

Precinct No. \_\_\_\_\_

Political Party \_\_\_\_\_

By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate.

**SIGNATURE OF WRITE-IN CANDIDATE:** \_\_\_\_\_

Subscribed and sworn to by \_\_\_\_\_ Name of Notary \_\_\_\_\_

before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Notary Public, State of Michigan, County of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

\_\_\_\_\_ Acting in the County of \_\_\_\_\_

Signature of notary public

**OFFICE USE ONLY**

OFFICE CODE \_\_\_\_\_ DATE OF FILING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

# DELEGATES ELECTED TO COUNTY CONVENTION

– AT THE –

## PRIMARY ELECTION

– HELD ON –

**TUESDAY, AUGUST 8, 2006**

In the \_\_\_\_\_ of the City / Township of \_\_\_\_\_  
(Ward/Precinct) (Circle One) (Name of City or Township)

County of \_\_\_\_\_

## STATE OF MICHIGAN

### ELECTION INSPECTOR INFORMATION

- Instructions for filling out this booklet begin on Page 1.
- Tally all write-in votes for declared delegate candidates in this booklet.
- Be sure that the "Certificate of Election Inspectors" on back is completed and signed by all inspectors.
- Place in envelope #1 to County Clerk marked "List of Delegates Elected".

## INSTRUCTIONS TO ELECTION INSPECTORS

**ENTER INFORMATION FOR REPUBLICAN PARTY DELEGATE CANDIDATES ON PAGE 2**

**ENTER INFORMATION FOR DEMOCRATIC PARTY DELEGATE CANDIDATES ON PAGE 3**

1. Complete the blanks on the front cover and in the headings on pages 2 and 3. PRINT THE NAME AND REGISTERED ADDRESS of each delegate candidate appearing on the ballot in column 1 on page 2 for Republican Party candidates and page 3 for Democratic Party candidates. (This step may have already been completed by the clerk.)
2. Tally the WRITE-IN votes received by each declared write-in delegate candidate and record the totals in area "A" on page 4 for Republican Party candidates and area "B" on page 4 for Democratic Party candidates. (If no write-in votes were cast for any candidate for delegate, write "NONE" across area "A" and "B" on page 4.)  
  
(NOTE: When tallying write-in votes enter each name as recorded by the voter. Example: William Baker - 3 votes, Bill Baker - 2 votes, Baker - 1 vote. When determining the total number of write-in votes received, all votes cast for the same candidate are combined, i.e. William Baker - 6 votes.)  
  
List the name and registered address of each declared candidate receiving write-in votes for delegate in column 1 on pages 2 and 3. (If a candidate is not found in the registration records, list only the candidate's name.) Transfer the total number of write-in votes received by each declared write-in candidate to column 2 on pages 2 and 3.
3. From the statement of votes tape, record the total number of votes received in column 2 on pages 2 and 3.
4. Indicate whether each candidate is REGISTERED IN YOUR PRECINCT by placing "Yes" or "No" in column 3 on pages 2 and 3. This step must be completed for both write-in candidates and candidates appearing on the ballot.
5. DETERMINE WHO WAS ELECTED and place a check mark in column 4 on pages 2 and 3.
  - The number to be elected in your precinct for each party is listed at the top of pages 2 and 3. (This number also appears on the ballot.)
  - Place a check mark in column 4 for each candidate who received the highest number of votes up to the number of candidates to be elected. (If two or more candidates are tied for a delegate position, place a check mark and the words "TIE VOTE" in column 4 beside each of the tied candidates.)
  - REMEMBER: To be elected, the candidate must be registered to vote in this precinct. (A minimum number of votes is not required.)
6. Complete and sign the "Certificate of Election Inspectors" on back. Place this booklet in Envelope #1 to County Clerk marked "List of Delegates Elected".

(Circle One)

REPUBLICAN PARTY

NUMBER OF DELEGATES TO BE ELECTED: \_\_\_\_\_

[illegible]

(Circle One)

**DEMOCRATIC PARTY**

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[illegible]



## REPUBLICAN PARTY WRITE-IN TALLY

(CANDIDATE'S NAME PLACED ON BALLOT BY VOTER)

[illegible]

## DEMOCRATIC PARTY WRITE-IN TALLY

(CANDIDATE'S NAME PLACED ON BALLOT BY VOTER)

[illegible]

## CERTIFICATE OF ELECTION INSPECTORS

### STATE OF MICHIGAN

County of: \_\_\_\_\_

City / Township of: \_\_\_\_\_  
(Circle One)

Ward / Precinct #: \_\_\_\_\_

WE HEREBY CERTIFY that this is a correct statement and return of the votes cast for Delegate to the County Convention on the Republican and Democratic Party tickets. The candidates receiving sufficient votes are so indicated by a check mark and are declared elected by the undersigned Board of Election Inspectors.

<b>X</b>	_____	_____
	Chairperson	Phone
<b>X</b>	_____	_____
		Phone
<b>X</b>	_____	_____
		Phone
<b>X</b>	_____	_____
		Phone
<b>X</b>	_____	_____
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<b>X</b>	_____	_____
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		Phone
<b>X</b>	_____	_____
		Phone
<b>X</b>	_____	_____
		Phone

BOARD OF ELECTION INSPECTORS

Signed this \_\_\_\_\_ day of August, 2006

PLACE THIS **BOOKLET** IN **ENVELOPE #1** TO COUNTY CLERK MARKED "**LIST OF DELEGATES ELECTED.**"  
(INCLUDE COPIES OF ANY "**PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT**"  
FORMS WHICH WERE FILED IN PRECINCT.)



# ELECTION NEWS

A special informational bulletin  
on the conduct of the  
November 7, 2006 general  
election

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Michigan Department of State - Terri Lynn Land, Secretary of State

Issue No. 37

September 29, 2006

**In This Issue ...**

This edition of *Election News* offers additional reminders and points of information regarding the administration of the November 7, 2006 general election. The following topics are covered:

- Obtaining Updated Mailing Addresses for Military Voters
- Campaigning at the Polls; Exit Pollsters
- Challengers and Poll Watchers
- Optical Scan Voting Systems: Important Procedural Reminders
- Administration of Provisional Balloting Process: A Review
- First-Time Mail Registrants: Administering the "Vote-in-Person" and Federal I.D. Requirements
- Voters Permitted to Satisfy Citizenship Checkoff Box Requirement on Election Day
- Declaration of Intent Requirement; Documenting and Canvassing Write-In Votes
- Instructing Voters

**Obtaining Updated Mailing Addresses for Military Voters**

Updated mailing addresses for military voters can be obtained by contacting the Federal Voting Assistance Program (FVAP) office in Washington, D.C. Seeking such information is essential anytime there is a question over a military voter's current address or in any instance where an absent voter ballot mailed to a military voter is returned as "undeliverable." There are two ways to seek such assistance:

- Fax the military voter's name, birth date, Social Security Number (if available) and any addressing information on file for the voter to Brian Griffiths of the FVAP office. Fax number: (703) 696-1352.
- Call the FVAP office and ask to speak to a representative. Toll free line: (800) 438-8683.

As indicated in Issue No. 36 of *Election News*, the Help America Vote Act of 2002 (HAVA) stipulates that a Federal Post Card Application (FPCA) used to request absent voter ballots must be honored “through the next 2 regularly scheduled general elections for Federal office ....” As a consequence, an FPCA form submitted for the August 3, 2004 primary, the November 2, 2004 general election or the August 8, 2006 primary must be honored for the November 7, 2006 general election.

#### **Campaigning at the Polls; Exit Pollsters**

***Campaigning at the polls:*** There is often confusion on election day over the provisions which govern campaigning at the polls. As a consequence, all precinct chairpersons need to be aware of the following:

- No person is permitted to solicit voters or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located. In addition, no person is permitted to post, display or distribute any material that directly or indirectly makes reference to an election, a candidate or a ballot question in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of any doorway used by voters to enter the building in which a polling place is located. The following activities are included under the 100-foot restriction:
  - Displaying “pro and con” information on the proposals appearing on the ballot.
  - Approaching voters to encourage them to vote for or against a candidate or ballot question.
  - Distributing any type of campaign literature or write-in stickers.
  - Displaying signs, posters or bumper stickers.
  - Attempting to collect petition signatures.
  - Requesting donations, selling tickets or engaging in similar activities.
- Before the polls open on election day, the members of the precinct board should inspect any doors, foyers or halls which the voters must pass through to enter the polling place to ensure that no unauthorized materials or signs are visible which indirectly or directly make reference to the election, candidates or ballots proposals. If any such signage or materials are found, they must be removed before the polls open.
- A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time he or she is voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked at least 100 feet from any doorway used by voters to enter the building in which the polling place is located.

- Election workers have the right to ask voters entering the polls to remove campaign buttons or to cover up clothing bearing a campaign slogan or a candidate's name. In addition, voters may be told to conceal campaign literature or other campaign materials brought into the polls. While there is nothing to prohibit a voter from referring to campaign literature or "slate cards" when voting, such materials may not be left behind in the voting station. Precinct inspectors should periodically check each voting station for campaign literature left by voters and discard any that is found.

**Exit polling:** "Exit pollsters" are persons employed to survey electors after they have voted. While Michigan election law does not specifically regulate exit polling, the Department of State's Bureau of Elections has established by policy that exit pollsters 1) must remain at least 20 feet away from the entrance of the building in which the polling place is located 2) not enter the building in which the polling place is located and 3) not question any person entering the building in which the polling place is located. It merits emphasis that exit polling is the questioning of voters after they have left the polls.

### **Challengers and Poll Watchers**

**Challengers:** Complete information on the qualifications, rights and duties of election challengers can be found on the Bureau of Elections' website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>. Information on challengers also appears in the precinct manual distributed through the Department, *Managing Your Precinct on Election Day*. Several important points follow:

- Political parties are free to appoint challengers through the date of the election; advance application is not required. Interest groups which support or oppose the passage of a proposal or which have an interest in preserving the purity of elections must apply for authorization to appoint challengers 20 to 30 days prior to the election.
- A candidate does not have the authority to appoint challengers. Consequently, an application received from an organization that wishes to gain the authorization to place challengers in the polls must be denied if the name of the organization contains the name of a candidate (examples: "Citizens for Robert Jones," "Committee to Elect Dorothy Smith," "Nancy Lewis for State Representative," etc.). Candidates who wish to have challengers representing their interests in the polls should be advised to contact their local political party organizations.
- An individual appointed to serve as a challenger must be registered to vote in Michigan; registration within the jurisdiction in which the challenger is appointed to serve is not required. Challengers may be appointed to serve in more than one precinct.
- A challenger must have in his or her possession a "Challenger Card" issued by the organization he or she represents. Upon entering the precinct, the challenger must exhibit the card to the chairperson of the election board.
- While a political party or interest group may rotate challengers in a precinct, a political party or interest group may not have more than two challengers present in the precinct at any point throughout the course of the day.

- If two challengers are representing a political party or an organization in the precinct, only one of the challengers may hold the authority to challenge at any given time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct board each time the challenge authority is exchanged.
- It is the duty of the election board to provide space for challengers which will enable them to observe all election procedures being carried out.
- Challengers may not touch ballots, election materials or voting equipment.
- Challengers may not unnecessarily obstruct or delay the work of the election inspectors.

***Other persons in polls:*** An election is an open process that may be observed by any interested person. (However, note that candidates should not be present in the polling place after they have voted because of the possible conflict with the provisions which prohibit campaigning within 100 feet of the polls.) A person who wishes to observe the election process -- but who is not a qualified election challenger -- is commonly called a "poll watcher." The distinction between poll watchers and challengers is summarized below:

- A challenger has the right to challenge procedures and a person's right to vote; a poll watcher does not have this authority.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must seat themselves where they will not interfere with the voting process.)
- Challengers have a right to look at the Poll Book; poll watchers may look at the Poll Book at the discretion of the precinct chairperson. A challenger or a poll watcher may not touch the poll book or any other voting records.

#### **Optical Scan Voting Systems: Important Procedural Reminders**

A number of important reminders regarding the use of optical scan voting equipment are provided below. The careful observance of the procedural points is essential to the proper use of the equipment.

- All optical scan ballots produced for the conduct of the preliminary test, public accuracy test or any other testing procedures must be clearly stamped or printed with the word "TEST."
- The proper way to indicate a vote on an optical scan ballot is to make a mark within the "predefined area" designated for casting a vote. Any markings that are inconsistent with this standard cannot be counted as votes. Instructions for distinguishing between "stray marks" and valid votes cast on optical scan ballots are available on the Department of State's website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>. The instructions were issued by the Secretary of State pursuant to MCL 168.799a(3) as amended under PA 92 of 2004.
- Do not instruct or permit your election inspectors to "mark over" or "darken" votes cast on an optical scan ballot that appear "too light" or are marked with a writing implement that the

tabulator cannot read. Such ballots must be duplicated. In all cases, the original ballot cast by the voter must be preserved exactly as cast by the voter!

- It is improper for any member of the precinct board to view a voter's ballot after the voter has cast votes on the ballot. It is extremely important that this point be emphasized to all election inspectors. Voter complaints over this matter typically involve the mishandling of ballots rejected by the tabulator. To ensure the secrecy of optical scan ballots, instruct your election inspectors to remain at least 10 feet away from the tabulator whenever a voter is depositing his or her voted ballot into the tabulator. To ensure the proper handling of voters who have their ballot rejected, a "script" is provided with this newsletter. The distribution of the script to your precinct boards is recommended. The election worker responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.
- Optical scan tabulators employed by absent voter counting boards established for the November 7 general election must be programmed to reject blank ballots and ballots containing "over votes." If this programming feature is not employed as required, inaccurate vote results can occur due to ballots that contain false "over votes" and ballots that contain votes that cannot be scanned by the tabulator due to the voter's use of an improper marking implement.
- To preserve the secrecy of optical scan absentee ballots, secrecy sleeves must be issued with all optical scan absentee ballots printed on both sides.
- Jurisdictions introducing optical scan voting equipment to voters accustomed to voting on other types of ballots are advised to implement extra measures to instruct voters on 1) the proper way to vote optical scan ballots and 2) the importance of using the appropriate marking tool. Showing each voter a large illustration of a properly marked "target area" is recommended. To avoid any improper appearances, such instructional tools must not show the names of any candidates appearing on the official ballot.

#### **Administration of Provisional Balloting Process: A Review**

The provisional balloting process must be employed anytime a voter who completes an Application to Vote form does not appear on the precinct's QVF list.

To initiate the provisional balloting process, the precinct board must complete a "four-step procedure form." The four-step procedure form must be completed before a ballot is issued to the voter. There are two exceptions:

- 1) If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need for the precinct board to complete the form. Instead, the precinct board should contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, the voter can be permitted to vote under regular procedure.

- 2) If the precinct board or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need for the precinct board to complete the form. Instead, the precinct board should give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, the precinct board must complete the form. Such voters must be cautioned that while they are eligible to vote an “envelope” ballot, it will not count if it is later confirmed that the voter did not, in fact, vote in the proper precinct.)

**Four-step procedure form:** In an instance where the four-step procedure form must be completed before a ballot can be issued to the voter, the precinct board must carefully work through each of the four steps explained on the form. After completing the form, the precinct board must make a final determination on whether the ballot issued to the voter can be handled like any other ballot issued in the polls (i.e., deposited in the precinct’s tabulator) or must be preserved in a special “provisional ballot security envelope” and returned to the clerk’s office for further review after the polls close. The four-step procedure form is designed to guide the precinct board in making this determination. A ballot preserved in a provisional ballot security envelope is commonly called an “envelope” ballot. Four-step procedure forms and provisional ballot security envelopes can be purchased through commercial suppliers. The four-step procedure form is also available on the Department’s website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>.

**Actions clerk must take after election:** City and township clerks who receive one or more “envelope” ballots after the polls close must evaluate the ballots within 6 calendar days after the election to determine if the ballots can be counted. The four-step procedure form is designed to guide the precinct board on recording all of the information needed by the clerk to determine whether an “envelope” ballot can be counted. The clerk is not permitted to open a provisional ballot security envelope unless the clerk determines that the ballot can be counted. The procedure for handling “envelope” ballots returned to the clerk’s office is available on the Department’s website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>.

No later than the 7<sup>th</sup> calendar day after the election, the city or township clerk must complete a “Provisional Ballot Report” form and submit it to the county canvassing board and/or local canvassing board as appropriate. The Provisional Ballot Report form documents the number of provisional ballots which were 1) counted or tabulated in the polls on election day and 2) secured in Provisional Ballot Security Envelopes for delivery to the clerk’s office after the polls close. The report further documents 1) the number of “envelope” ballots determined valid and counted and 2) the number of “envelope” ballots determined invalid and not counted. A Provisional Ballot Report form is available on the Department’s website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>.

**“Free access system”:** All voters who were issued a provisional ballot must have access to a cost-free informational system which the voters can use to obtain information on whether their ballot counted, and, if the ballot was not counted, the reason why the ballot was not counted. (HAVA refers to such systems as “free access systems.”) A notice must be distributed to each voter issued a provisional ballot to advise the voter of his or her right to obtain this information. (The notice is attached to the four-step procedure form.)

To ensure compliance with the new requirement, all city and township clerks must be prepared to handle inquiries from voters who were issued “envelope” ballots. When handling such inquiries



the clerk has an obligation to advise the voter on whether his or her “envelope” ballot was counted or was not counted. If the voter’s “envelope” ballot was not counted, the clerk must explain the reason why and the actions the voter can take to ensure that the next time the voter wishes to participate in an election, his or her ballot will count.

In accordance with federal law, PA 92 of 2004 stipulates that the free-access system may be “a telephone number that does not require a toll charge, a toll-free telephone number, an internet website, or a mailed notice.” If a “mailed notice” is employed, the notice must be sent to each and every voter who was issued an “envelope” ballot.

It merits emphasis that information on whether a provisional ballot issued to voter was counted or was not counted is restricted to the individual who voted the provisional ballot; such information cannot be disclosed to any other person.

***Points of emphasis:*** A number of important points related to the administration of the provisional balloting process which merit emphasis are provided below:

- In any instance where a voter whose name does not appear on the QVF list refuses to complete the affidavit portion of the four-step procedure form to assert that he or she registered to vote on or before the registration deadline, the election inspectors must not issue a provisional ballot to the voter. Instead, such voters must be advised that they are ineligible to vote in the election.
- As noted earlier, if a voter 1) appears to vote in the wrong precinct and 2) declines to travel to his or her proper precinct to vote, it is important that the election inspectors tell the voter that his or her provisional ballot will not count if it is confirmed after the election that the voter has voted in the wrong precinct.
- In any situation where an “envelope” ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, the clerk must make every effort during the 6-day “envelope” ballot evaluation period to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the “envelope” ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the “envelope” ballot must be counted.

**First-Time Mail Registrants: Administering the “Vote-in-Person” and Federal I.D. Requirements**

***“Vote-in-person” requirement:*** A voter who has never voted in Michigan who chooses to register by mail, must appear in person to vote in the first election in which he or she wishes to participate.

A voter subject to the “vote-in-person” requirement who satisfies the requirement – and who then moves to a different jurisdiction in the state and again chooses to register to vote by mail –

is not required to satisfy the “vote-in-person” requirement a second time. In addition, the “vote-in-person” requirement does not apply if:

- 1) the voter hand delivers his or her mail registration form to the county or local clerk’s office;
- 2) the voter hand delivers his or her absent voter ballot request to the local clerk’s office;
- 3) the voter is 60 years of age or more;
- 4) the voter is disabled; or
- 5) the voter is eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

**Federal I.D. requirement:** HAVA stipulates that a voter who has never voted in Michigan who chooses to register by mail, must meet an identification requirement. To comply with the identification requirement, the voter must:

- 1) accurately enter his or her state issued driver license number or personal identification card number where requested on the mail-in voter registration form; or
- 2) enter the last four digits of his or her Social Security Number where requested on the mail-in voter registration form; or
- 3) send one of the following forms of identification when mailing the mail-in voter registration form to his or her county or local clerk: a copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address.

If a voter subject to the federal identification requirement does not meet the requirement when registering, the voter must present one of the above listed documents before voting in the first election in which he or she wishes to participate. The federal identification requirement does not apply if:

- 1) the voter hand delivers his or her mail registration form to the county or local clerk’s office;
- 2) the voter is disabled; or
- 3) the voter is eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

**Implementation points:** The following implementation points merit close attention:

- The Qualified Voter File has been upgraded to assist Michigan’s city and township clerks administer the “vote-in-person” and federal identification requirement. With the upgrade, the QVF identifies those voters subject to the “vote-in-person” requirement (code: “MVIP”), those voters subject to the federal identification requirement (code: “ID”) and those voters who are subject to both requirements (code: “MVIP/ID”).

- A voter who is subject to the federal identification requirement who is unable or unwilling to produce an acceptable form of identification must be issued a “provisional” ballot. When issuing a “provisional” ballot to such a voter, it must be preserved as an “envelope” ballot. In an instance where an “envelope” ballot must be issued to a voter subject to the federal identification requirement, it is not necessary to complete the four-step procedure form. It merits note, however, that a special notice must be issued to the voter at the time the “envelope” ballot is issued. The notice is available on the Department’s website <www.michigan.gov/sos>.
- In an instance where a 1) a voter who is 60 years of age or more requests an absentee ballot 2) the voter is subject to the federal identification requirement because he or she is a first-time mail registrant who has never voted in Michigan and 3) the voter has not cleared the identification requirement prior to requesting the ballot, a provisional ballot must be issued to the voter by mail. Upon the return of the ballot, it must be preserved and handled as an “envelope” ballot.

#### **Voters Permitted to Satisfy Citizenship Checkoff Box Requirement on Election Day**

As required under the Help America Vote Act (HAVA), the following two questions have been added to all voter registration forms with “yes” and “no” checkoff boxes: 1) “Are you a citizen of the United States of America?” and 2) “Will you be 18 years of age on or before Election Day?” As further required under HAVA, the questions are accompanied by the following statement: “If you checked ‘no’ in response to either of these questions, do not complete this form.” Several important implementation points related to the checkoff box requirement are detailed below:

- HAVA provides that in an instance where a voter registration applicant fails to answer the citizenship question, the city or township clerk must notify the applicant and provide him or her with an opportunity to complete the form. The voter cannot vote until he or she affirmatively answers the citizenship question. A voter’s failure to respond to the age question does not affect the acceptability of the voter registration application.
- A voter who fails to respond to the citizenship question can satisfy the requirement when attending the polls. To satisfy the requirement the voter can 1) answer the question on a voter registration form 2) submit a written, signed statement affirming that he or she is a citizen of the United States or 3) respond to the citizenship question on the “Application to Vote” form (if your jurisdiction is using the version of the Application to Vote form which contains the citizenship question).
- A voter who fails to respond to the citizenship question who wishes to obtain an absentee ballot must satisfy the requirement before the ballot is released to the voter.
- A “Verify-Confirm Citizenship” status has been added to the QVF system to assist with the implementation of the requirement. When used, the status will appear next to the voter’s name on the QVF list generated for the voter’s precinct.

**Declaration of Intent Requirement; Documenting and Canvassing Write-In Votes**

- An individual who wishes to seek an office which will appear on the November 7, 2006 general election ballot with write-in votes must file a Declaration of Intent form with the filing official established for the office no later than 4:00 p.m. on Friday, November 3, 2006.
- Immediately after the elapse of the Declaration of Intent filing deadline, the Department of State's Bureau of Elections will notify all county clerks of the individuals who submitted the form on the state level. The county clerks are then required to notify all city and township clerks in their respective counties of the individuals who submitted the form on both the state and county level.
- After receiving the notification from the county clerk, the city and township clerks are responsible for advising the appropriate precinct boards of the individuals who submitted the form on the state, county and local level. The names of the declared write-in candidates must be delivered to the precinct boards no later than the close of the polls. A list of the write-in candidates' names or photocopies of the Declaration of Intent forms can be used to notify the precinct boards of the declared write-in candidates. (If a list is used, it must include the office each write-in candidate is seeking.)
- A write-in vote cast for an individual who has not filed a Declaration of Intent does not count and must not be recorded by the precinct board. Similarly, a write-in vote cast for an individual who filed a Declaration of Intent does not count unless the office for which the write-in vote was cast corresponds to the office identified on the Declaration of Intent. Write-in votes which do not count for the above reasons are not considered when determining whether an "over vote" has occurred.

As an exception, the Declaration of Intent requirement is waived if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election. If the waiver is invoked, all write-in votes cast for the office must be counted including any write-in votes cast for candidates who have not filed a Declaration of Intent.

- Write-in votes which show name variations and spellings which do not match the Declaration of Intent form are acceptable. It merits note that it is the precinct board's responsibility to record all valid write-in votes exactly as they were cast preserving any name variations and/or misspellings which may appear.

Example: John A. Smith - State Representative - 16 votes.  
Jon Smith - State Representative - 2 votes.  
J.A. Smith - State Representative - 1 vote.

- It is the Board of County Canvassers' responsibility to review all write-in votes and determine how they are to be counted. The Board may accept variations in the spelling of a write-in candidate's name if the manner in which the voter intended his or her vote to be cast is clear.

### **Instructing Voters**

- When processing voters, a member of the precinct board must offer to give instruction on all aspects of the voting process including the procedure for casting write-in votes. If a voter states that he or she wishes to only receive instruction on the procedure for casting a write-in vote, the precinct board member handling this task may limit the instruction to the write-in process; otherwise, instruction on all aspects of the voting process must be offered to avoid any appearance that the precinct board is promoting write-in candidates.
- If a voter asks for information on the write-in candidates who are seeking the offices on the ballot, the precinct board must advise the voter to contact the clerk. The precinct board is not permitted to provide the names of write-in candidates while processing voters or display the names of the write-in candidates inside the polling place.



# ELECTION NEWS

A special informational bulletin  
on the conduct of the  
November 7, 2006 general  
election

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Michigan Department of State - Terri Lynn Land, Secretary of State

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Issue No. 40

November 1, 2006

## In This Issue ...

This edition of *Election News* features a number of critical reminders and points of information related to the management of the polls on election day. The following topics are covered:

- **Maintaining Order on Election Day**
- **Use of Video Cameras, Cell Phones, Cameras, Televisions and Recording Equipment in the Polls**
- **Challengers and Polls Watchers: Actions to Take if Problems Occur**
- **When Identification and/or Residency Confirmation Can Be Requested in the Polls**
- **Heightened Ballot Security Provisions**
- **Voters Can Satisfy "Vote in Person" Requirement by Requesting an Absentee Ballot in Person**
- **Delivery of Absent Voter Ballots to Voters: A Reminder**
- **Securing Optical Scan Programs and Ballots: Clarifications**

## Maintaining Order on Election Day

Michigan election law, MCL 168.678, extends precinct boards full authority to "maintain peace, regularity and order at the polling place ...." Precinct boards are extended such authority as voters have a right to vote a secret ballot in a secure, orderly environment which is free of distractions. To ensure the orderly management of the polls on November 7, all city and township clerks are urged to take the following actions before the polls open:

- Outside of each building which will be used as a polling place, measure off and mark where individuals who wish to solicit votes outside of the polls may conduct their campaign activities. (Michigan election law stipulates that no person is permitted to solicit votes or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located.)

- Inside each room where a polling place will be established, clearly mark off the “public area” of the room. The “public area” of the polling place must be clearly distinguishable from the “voting area” of the room. All poll watchers and media representatives must remain in the “public area” of the polling place at all times.

#### **Use of Video Cameras, Cell Phones, Cameras, Televisions and Recording Equipment in the Polls**

To ensure that all voters who attend the polls on November 7 have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- The use of video cameras (including cell phone video cameras), cameras and recording devices by voters, challengers and poll watchers is prohibited in the polls during the hours the polls are open for voting.
- Broadcast stations and news media representatives may be permitted to briefly film from the public area of the polling room. In no case can personnel working for broadcast stations or the news media set up a camera in the voting area of the polling room. In an instance where a broadcast station or media representative wishes to film a polling room and the public area of the polling room is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room. Regardless of whether a film crew making such a request positions themselves in the public area of the polling place or the entryway to the polling room, the precinct chairperson must supervise the filming process to ensure that the secrecy of the ballot is fully protected and no voters are inconvenienced by the filming process.
- News reporters are not permitted to interview voters inside the polling place.
- The use of cell phones by voters who have entered a voting station to vote is prohibited. (Voters may be permitted to use cell phones while waiting in line at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive.)
- Television watching is prohibited in the polls during the hours the polls are open for voting.

#### **Challengers and Polls Watchers: Actions to Take if Problems Occur**

If a challenger or poll watcher is disruptive or refuses to observe all applicable conduct standards, caution the challenger or poll watcher that he or she will be ejected from the polls if problems persist.

If problems with the challenger or poll watcher continue, eject the individual from the polling place. If the challenger or poll watcher refuses to leave the polling place, contact your local enforcement authorities and ask for assistance in removing the challenger or poll watcher from the polls.

If your local enforcement authorities will not eject challengers or poll watchers from the polls at your request, contact the Michigan Department of State's Bureau of Elections. Phone: (517) 373-2540.

**Points of clarification:** Important points of clarification regarding the appointment and conduct of challengers and poll watchers are provided below:

- "Challengers" can be placed in the polls by the political parties, interest groups that support or oppose the passage of a proposal on the ballot and organizations which have an interest in preserving the purity of elections. Political parties are free to appoint challengers through the date of the election; advance application is not required. Interest groups which support or oppose the passage of a proposal or organizations which have an interest in preserving the purity of elections must apply for authorization to appoint challengers 20 to 30 days prior to the election.
- Attorney General Opinion No. 6488, issued January 15, 1988, provides that a person who wishes to observe the election process – who is not qualified to serve as an election "challenger" – can watch from the public area of the polling room. Such individuals, commonly known as "poll watchers," do not have the right to approach voters, challenge a person's right to vote or question the actions of the precinct board.
- Challengers and poll watchers cannot display any signs, distribute literature or approach voters in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
- Poll watchers and challengers do not have the authority to approach voters or talk to voters for any reason.
- Challengers and poll watchers do not have the right to use video cameras or recording devices in the polling place.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the "public area" of the polling place where they will not interfere with the voting process.)
- Challengers have a right to look at the Poll Book; poll watchers may look at the Poll Book at the discretion of the precinct board chairperson. A challenger or a poll watcher may not touch the Poll Book or any other voting records.
- A challenger or poll watcher who has the name of an organization he or she represents displayed on a button, armband, vest, t-shirt or other item of clothing must remove it or turn it over.
- Poll watchers and challengers do not have the authority to place tables in the polls.

Documents which explain 1) the challenge process and 2) the differences between challengers and poll watchers are provided with this newsletter for further reference.



### **When Identification and/or Residency Confirmation Can Be Requested in the Polls**

All city and township clerks are reminded that in Michigan, there are only two situations where voters are required to display identification and/or residency verification documents in the polls:

#### ***Identification and residency confirmation requirements associated with provisional balloting:***

A voter who does not appear on the QVF list who wishes to vote a provisional ballot must show identification and documentation to confirm that he or she currently resides in the precinct. (See Step Three on the Four-Step Procedure form.)

***Federal identification requirement imposed for first-time mail registrants:*** Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must satisfy an identification requirement. If a voter subject to the new federal identification requirement does not meet the requirement when registering, the voter must present an acceptable form of identification before voting in the first election in which he or she wishes to participate.

**It merits emphasis that unless a voter is subject to the identification and/or residency confirmation requirements referenced above, election workers cannot and must not ask voters offering to vote for any type of identification and/or residency verification documents.**

### **Heightened Ballot Security Provisions**

Michigan election law, MCL 168.810a, stipulates that upon the request of the county clerk, a member of the board of county canvassers or a county political party chairperson ("major political party" only), the city or township clerk is required to initiate the following ballot security measures until the board of county canvassers meets at 1:00 p.m. on the day after the election: 1) immediately place all election materials in a secure location 2) ensure that he or she is the only person who has access to the secured election materials and 3) make arrangements for any individual designated by a county political party chairperson to monitor "all access points to the secure location" until 1:00 p.m. on the day following the election.

Michigan election law further stipulates that when the board of county canvassers meets, the county clerk, a member of the board of county canvassers or a county political party chairperson may petition for a continuation of the security measures. If the request is granted, the board of county canvassers is required to prescribe "the amount of security to be provided and the persons responsible for that security."

### **Voters Can Satisfy "Vote in Person" Requirement by Requesting an Absentee Ballot in Person**

A voter who 1) registered by mail 2) is subject to the "vote in person" requirement and 3) needs an absentee ballot can satisfy the "vote in person" requirement by requesting an absentee ballot in person from the clerk of his or her city or township of residence anytime through November 6, 2006.

It bears emphasis that the “vote in person” requirement does not apply to a voter who registered to vote through a Secretary of State branch office; through a county, city or township clerk’s office; or through a designated voter registration agency. In addition, the “vote in person” requirement does not apply to voters who are 60 years of age or more, disabled or eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

#### **Delivery of Absent Voter Ballots to Voters: A Reminder**

In an instance where a voter appears in a clerk’s office to personally apply for an absent voter ballot, the requested ballot must be immediately issued to the voter. In such a situation, there is no need to issue the requested ballot to the voter by mail. If, on the other hand, a voter requests an absent voter ballot by mail, the ballot must be transmitted to the applicant by mail if there is an adequate amount of time for the voter to receive the ballot by mail, vote the ballot and return the ballot prior to 8:00 p.m. on the date of the election. To avoid any appearance of impropriety, an absentee ballot requested by mail should not be delivered by hand unless the hand delivery of the ballot is necessary to ensure the timely return of the ballot.

#### **Securing Optical Scan Programs and Ballots: Clarifications**

As detailed in Issue No. 39 of *Election News*, all program test materials and optical scan ballots must be sealed in an approved ballot container. The following offers several clarifications regarding the sealing of the program test materials and ballots:

- The number on the seal used to secure the pre-election test materials must be recorded on the Optical Scan Test Certification form and the Ballot Container Certificate.
- The serial numbers on the seals used to seal the programs into the tabulator and terminal following successful testing must be recorded in the Poll Book (Clerk’s Preparation Certificate).
- The number on the seal that is used to secure the used and unused ballots following the close of the polls must be recorded in the Poll Book (Election Inspectors Certificate), on the Statement of Votes and on the Ballot Container Certificate.



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**The Challenge Process: Questions and Answers**

***When is it permissible for a challenger to challenge a voter?***

- A challenger has the right to challenge a voter if the challenger has good reason to believe that a person who offers to vote 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the “close of registration” for the election at hand.
- A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot.
- A challenger has the right to challenge a voter in any instance where the precinct board fails to prepare a “challenged ballot” for a voter when required.

***If a challenger challenges a voter because he or she has “good reason to believe” that the voter is not fully qualified to vote in the precinct, is the challenger required to show any documentation to support the challenge?***

While the challenge must be based on information obtained by the challenger through a reliable source or means, the challenger is not required to show any documentation to support such a challenge.

***What constitutes “good reason to believe” that a voter is not qualified to vote in the precinct?***

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger “good reason to believe” that the voter is not qualified to vote in the precinct.

***In an instance where a challenger has “good reason to believe” that a voter is not qualified to vote in the precinct, how is the challenge handled?***

Such a challenge must be directed to the chairperson of the precinct board. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. The challenge proceeds as follows:

- 1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.

"I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter."

- 2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person's qualifications as a voter (citizenship, age, residency and date of registration).
- 3) A challenged voter is permitted to vote a specially prepared "challenged ballot" if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.
- 4) A complete record of the challenge must be entered on the "CHALLENGED VOTERS" page in the Poll Book. The record must include the name of the person making the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

***How is the challenge handled in an instance where a voter issued an absentee ballot claims that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot?***

If such a challenge is issued, the precinct inspector handling the challenge permits the voter to vote a specially prepared "challenged ballot" and enters a complete record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book; the questioning of the voter is not required. (Note: A voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received an absentee ballot, lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign an affidavit to that effect before voting in person. This requirement applies regardless of whether the voter is challenged.)

***How is the challenge handled in an instance where the precinct board fails to prepare a "challenged ballot" for a voter when required?***

If a challenger has reason to believe that the precinct board is not preparing a ballot as a "challenged ballot" when required, the challenger directs the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors must enter a complete record of the challenge in the Poll Book.

***When is a precinct board required to prepare a "challenged ballot" for a voter?***

A precinct board is required to prepare a "challenged ballot" for a voter under the following circumstances:

- A voter challenged for any of the reasons described above is required to vote a ballot prepared as a “challenged ballot.”
- A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a “challenged ballot.”
- A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the precinct’s QVF list is required to vote a ballot prepared as a “challenged ballot.”
- A voter who is issued a “provisional ballot” is required to vote a ballot prepared as a “challenged ballot.” (In such an instance, the ballot issued to the voter must be prepared as a “challenged ballot” regardless of whether the ballot will be tabulated in the polls or preserved as an “envelope ballot” and held for evaluation after the election.)
- An absent voter ballot must be prepared as a “challenged ballot” if the ballot stub is missing or the ballot serial number does not match the ballot serial number recorded for the absentee voter.

***When a ballot must be prepared as a “challenged ballot,” what steps are followed?***

The election inspector handling the challenge writes the number appearing on the voter’s ballot in pencil on the back of the ballot. After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or slip of paper as directed by the election official administering the election.

If the voter is present in the polls, the election inspector issues the specially prepared ballot to the voter. The voter then votes the ballot in a voting station. After the voter has voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absent voter ballot is involved, the election inspector deposits the specially prepared ballot in the tabulator under routine procedure.

A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

October 31, 2006

**Challengers and Poll Watchers:  
Rights and Duties**

“Challengers” can be placed in the polls by the political parties, interest groups that support or oppose the passage of a proposal on the ballot and organizations which have an interest in preserving the purity of elections. Political parties are free to appoint challengers through the date of the election; advance application is not required. Interest groups which support or oppose the passage of a proposal or organizations which have an interest in preserving the purity of elections must apply for authorization to appoint challengers 20 to 30 days prior to the election.

A person who wishes to observe the election process – who is not a qualified election “challenger” – is commonly called a “poll watcher.”

	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Has the right to look at the Poll Book and other election materials.	Yes	Yes – but only as permitted by precinct board and when voting process will not be delayed.
May handle the Poll Book and other election materials.	No	No

May use a video camera or recording device in polling place.	No	No
May use a cell phone in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
May wear clothing, buttons, arm bands, vests, etc. that name organization he or she represents.	No	No
Has the right to approach and question voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes